

Gulf States Quilting Association

Policies and Procedures

Program Director

Policy Statement

The Program Director shall assist chapters by coordinating general meeting locations, facilities and programs in consultation with the Board of Directors; be responsible for maintaining the public address system; keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to her successor.

Procedures/Standards and Roles & Responsibilities:

Program:

1. Work on programs at least one year in advance.
2. Other programs are planned with the speaker, length of program, date availability, mileage and subject in mind. Contact nationally known teachers to present a program at least one time per year, but preferably more often.

Time Line:

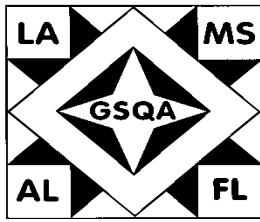
1. Pencil in speaker and date.
2. Present information to the Board as soon as possible for approval.
3. Notify speaker and secure date, lecture fee, travel arrangements, time allotted for program, and any special equipment needed for program, i.e, projector, and public address system.
4. Keep in touch with speaker as needed, either verbal or in writing. Contact speaker with a note one month to six weeks prior to program to make any final arrangements for travel, etc.
5. Give "write-up" to Newsletter Editor at Board meeting just prior to the General Meeting program. Have newsletter mailed to speaker if not a member of GSQA.
6. Two weeks prior to meeting, check on travel plans and overnight accommodations for speaker, if necessary.
7. At time of meeting, help set up for program.
8. Provide lunch for the speaker.
9. Introduce speaker at General Meeting.
10. Turn in voucher to Treasurer; keep a copy for your records.
11. Give speaker check for services.

Policy History

Original Date: June 2009

Reviewed: August 2016

Approved: August 2016



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12. Send speaker and host guilds “thank you” notes as soon as possible after meeting.

Hosting a Meeting:

1. Help secure Host chapters(s).
2. Send “form” which states number of tables needed, refreshments, equipment, projector, screen and extension cords.
3. Keep these records up to date to turn over to the future GSQA Program Director.
4. Provide roll of tickets to be used for door prizes.
5. The host guild will be reimbursed \$75.00 to assist with refreshments (receipt required) and the facility will be paid up to \$300.00 (receipt required).
6. Coordinate the name tag drawing at each general meeting and provide prize for the winner as determined by the board.

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