



# Great States Quilting Association

## Policies and Procedures

### Seminar Director

#### **Policy Statement**

The Seminar Director shall plan and direct the educational Seminar, in consultation with the Board of Directors; present a budget and a plan for the location, schedule, activities, program and merchandise to the Board of Directors for approval at least one year prior to the Seminar; present reports quarterly at the GSQA Board meetings and as appropriate at the GSQA General meetings; keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to her successor.

#### History:

Typically, the GSQA Seminar is held in mid-March of odd-numbered years with three days of classes from Thursday through Saturday and opening on Wednesday evening with a lecture from one of the chosen teachers. In the past, the Seminar has been held annually and also consisted of four days of classes from Thursday through Sunday. The Schedule of Events, including Seminar dates, evening activities, and number of teaching days, is determined by the Seminar Director. This may be somewhat limited by hotel/facility room availability.

#### **Procedures/Standards and Roles & Responsibilities:**

1. On an ongoing basis, reports status of plans to the GSQA Board.
2. Two to three years prior to Seminar – Schedule seminar dates, select a hotel, and obtain signed contact with the hotel. The hotel contract should be signed by the current GSQA President.
3. Fifteen to eighteen months prior to Seminar – Meet with Teacher Selection Committee to begin process of choosing teachers. Be sure to impress upon the members the need for confidentiality throughout the teacher selection process.
4. Twelve months prior to Seminar – Appoint and meet with other committees as needed. Keep in contact with the hotel liaison and GSQA Publicity Chair. Submit information to the Newsletter Editor and give a Seminar report at General meetings, as information is available.

#### **Policy History**

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5. Six to nine months prior to Seminar – Teacher contracts are prepared by Teacher Selection Committee Chair and co-signed by the Seminar Director and the current GSQA President, and mailed to the teachers. Ensure that the treasurer receives copies of the finalized teach contracts. Seminar teachers and their classes are announced at the October general meeting. Meet with the hotel catering staff to arrange a prepaid buffet or box lunch for attendees. Begin preparation of the Blue Book (registration information) including a photo and a biography of each teacher; a photo, description and supply list for each class; and vendor information, if available. This information should be provided to the Media Director at least one month prior to the website release date. Remember that the information is to be kept confidential until after the October General meeting. Decide the date for release of the Blue Book information and registration form, which will then be posted on the GSQA website.
6. Three to four months prior to Seminar – Check to ensure that Seminar participants are members in good standing as of whatever date has been decided upon OR that they have included the non-member/dues fee. Record Seminar registrations. Make copies of checks and send checks to Treasurer timely. Send copies of membership renewals and checks (or copies of checks if only one check included) to the Membership Director. Reserve hotel room(s) for the scholarship winner(s). Ensure that reservations are being made for teachers, as stated in the teacher contracts. If priority registration period is being used, determine if there is a need for a lottery. Assign students to classes and send notifications. . Assure that the Marion Maerke Scholarship Award winner and alternate receive their first choice of classes. Once the priority registration period is closed, classes are assigned on a first-come, first-served basis, based on postmark date.
7. Six weeks prior to Seminar - Help registrants with scheduling changes. Designate class angels and have angel pins made. Check with hotel regarding number of room reservations. Contact attendees to determine if they have reserved hotel rooms.
8. Two weeks prior to Seminar – Meet with the hotel liaison to finalize set up of classrooms, ballrooms, and the registration area. Make a nametag for each seminar student and teacher (teacher nametags have typically been provided by Teacher Selection Committee Chair).

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9. Compose and print the Yellow Pages that are handed out at Seminar registration. The Yellow Pages include a welcome letter from the Seminar Director and GSQA President, the schedule of events, the classroom schedule, a vendor list, and an evaluation.
10. The week of Seminar - Stay in close contact with the hotel personnel before and during seminar. Ensure that all classrooms are set up for the class that will be taught in them. Have appropriate class and teacher names posted at each door. Set up registration and vendor areas. Coordinate the opening and closing of doors each day with the hotel security staff. Transport all materials – registration, supplies, door prizes, etc. – to hotel.
11. Last day of Seminar - Meet with the hotel liaison and the GSQA Treasurer to receive a final bill for the event and to make necessary payments.
12. After Seminar – Present at least a preliminary wrap-up report including finances at the first GSQA Board Meeting after Seminar, and a final report as soon as possible to the Board. Present a proposed budget for the next Seminar. Send Thank You notes to members of Teacher Selection Committee. In consultation with Teacher Selection Committee Chair, appoint new members to Committee.

#### **Traditional schedule for Seminar:**

Wednesday:

3pm to 6pm – Student registration and vendor set up

6pm to 6:30pm – Teacher Orientation/Welcome meeting

7:30pm – Lecture

Thursday – Friday – Saturday:

8:30am to 11:30am & 1:30 to 4:30pm – Classes

11:30 to 1:30pm – Lunch Break

8am to 6pm – Vendor mall open to students and to the public

Thursday

6:30pm - Teacher Show and Tell

Friday:

6:30pm – Social Event OR Lecture

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#### **Committees:**

**Teacher Selection Committee** – The Teacher Selection Committee is comprised of a Chair, the Seminar Director, GSQA President and 3 to 4 additional members. The number of meetings required changes as plans are formulated. The selection of teachers is an ongoing process, and the committee begins with suggestions provided by the evaluations found in the “Yellow Pages” from the previous Seminar. The committee decides on a varied slate of teachers then contacts these teachers to see if they are available for our Seminar. Once the teachers have been selected, the Committee then chooses the classes that will be offered at Seminar. One to two evening lectures are also chosen. A contract signed by the Seminar Director and the President is mailed to each teacher. The Teacher Selection Committee Chair compiles all of the registration information for the “Blue Book” that will need to be posted on the web site: teacher biography and a photo, class descriptions, photos, supply lists, and the registration form. The Teacher Selection Committee Chair coordinates teacher travel plans, and may also receive class materials shipped ahead from each teacher. The chair or designee meets each teacher upon their arrival, and holds a group meeting for all of the teachers on Wednesday evening. The Chair Person ensures that all of the needs for their classes have been met, and the Chair Person checks in with them often.

**Vendor Chair** – The Vendor Chair will: Be responsible for notifying GSQA Member Shops of the GSQA Seminar dates, obtaining contracts, and collecting checks. The Chair Person will also be in attendance during Seminar to assist the vendors in placing their booths in the proper location during the set-up and takedown of their materials; will forward the Seminar Director a list of all vendors to be listed in the “Blue Book” on the web site; will advise vendors of facility regulations regarding food and drink in area of Merchants Mall and will provide appropriate tax forms.

**Door Prize Chair** – The Door Prize Chair will solicit door prizes from GSQA’s guilds, member-affiliated shops, and other companies, as appropriate. The Chair will enclose a Thank You note addressed to the donor with the door prize so the winner may personally thank the donor. The Door Prize Chair will provide a list of items and donor names and addresses to the Seminar Director, so the Seminar Director can send out Thank You notes.

**Quilt Challenge Chair** – If space is available at the selected Seminar hotel and if the GSQA Board decides to issue a challenge where quilts will be displayed at Seminar, then a Quilt Challenge Chair

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shall be appointed. The challenge rules need to be decided and publicized at least one year prior to Seminar. The Quilt Challenge Chair will coordinate with the Publicity Chair the publication of the rules for the challenge. The Chair Person will also handle the registration process, the delivery, hanging and return of quilts, and obtain awards for the challenge.

**Raffle Events Chair** – If a raffle is to be held in conjunction with the GSQA Seminar, then a Raffle Events Chair shall be appointed. The Raffle Events Chair will obtain the necessary permits from Department of Revenue, Charitable Gaming Office and obtain tickets. The Chair Person will also be in charge of selling tickets and collecting funds. Proper recordkeeping will be required. All monies collected from the Raffle Events will be used to offset the costs of Seminar.

**Angel Chair** – Responsible for holding meeting to explain the duties of Class Angels which are to: check roll at the beginning of class, collect any class fees for teacher, and notify Seminar Director of any supplies which are missing for that class; ensure that all classrooms have multi-plug extension cord reels; and a supply of blue painter's tape to secure electrical cords on the floor to prevent tripping hazards, for use on walls, to mark floors for vendor booths, etc.

**The Seminar Director will coordinate with the following Board chairpersons to ensure that these requirements are met:**

Marion Maerke Scholarship Award Chair – Chair will provide name of winner(s) and alternate(s). The winner(s) and the alternate(s) receive first choice of classes. The Chair Person will also provide a corsage (usually handmade) to be worn during Seminar by each winner. The Chair Person will deliver the corsage to the Director prior to registration.

Treasurer – The Treasurer attends Seminar, as necessary, to ensure timely payment of teachers and hotel expenses. The Chair Person provides monies to cover the expenses of the Marion Maerke Scholarship winner(s).

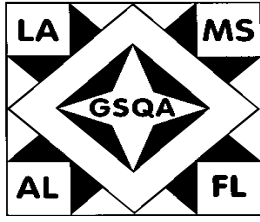
Media Director – The Media Director coordinates the posting of the Blue Book to be posted on the GSQA website.

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Publicity Chair – The Publicity Chair handles any publicity regarding Seminar to GSQA members and to the public.

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