

PROGRAM DIRECTOR

Section 5. The Program Director shall preside over meetings of the membership and conduct the business of the guild in the absence of the President and Vice-President. The Program Director shall organize the programs presented to the membership. The Program Director shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. Commits to a 2-year term: Assistant Program Director to Program Director.
2. The Program Director votes as a board member. In his or her absence, the Assistant Program Director votes as the board member.
3. Organizes the programs and any related workshops offered to the guild at the monthly Program/Business meeting.
4. The Program Director may choose an advisory committee if desired.
5. The Program and Education Directors and Assistants work together to coordinate their program and education presentations as needed throughout the year. They also consult with the Treasurer concerning the budget allocations for program and education.
6. Arranges contracts for Programs and related workshops as needed. Three workshops seem to work well – space them out. The Program Director may schedule presentations for future year(s).
7. The Program Director is responsible for insuring Program expenditures during the year do not exceed the Program budget. If total costs for a single program and/or workshop, including speaker fees, transportation, lodging, meals, etc. will exceed \$500, or if any expenditure is expected to cause the annual program budget to be exceeded, Board approval must be obtained before the expense is incurred.
8. An invoice from the speaker is required for reimbursement. Submit invoices to the Treasurer for payment immediately as service is rendered.
9. Arranges housing, transportation and meals for out-of-town speakers. Mileage reimbursement can be offered to presenters who travel. (All reimbursement will align with current IRS reimbursement allowances.) It is the choice of the speaker to stay in someone's home or a hotel.
10. Coordinates with Mt. Bachelor Quilters' Guild or other groups to share speaker expenses.
11. Program presenters who are giving a presentation as an MMQ member may be given a gift certificate from one of our advertising sponsors as a thank-you for the

presentation. MMQ members who present programs in their outside professional capacity may be paid the market rate for their presentation, same as a non-member professional.

12. Organizes/prepares one or two back-up programs in case of last-minute emergencies.
13. Stays in contact with the Newsletter Director, Vice-President, Webmaster and Membership/Communications Director, informing them of all program and related workshop information and changes in a timely manner.
14. Maintains constant communication with the Assistant Director, including cc'ing on all correspondence, and trains the Assistant to move up to Director the next year.
15. As soon as practical, after the guild elections, the outgoing Program Director should meet with the incoming Director and Assistant Director to set priorities for the coming year and pass on all schedules, notes, contracts, etc., including programs considered but not used in the prior year.
16. First meeting in January usually includes a trunk show from the new Master Quilter.
17. The Program Director works with the Vice-President and the Room Monitor to make sure the presentation room is set-up as requested by the presenter, including any needed AV equipment.
18. Responsibilities regarding the presentation:
 - Inform the speaker they may speak for 45 minutes to 1 hour.
 - Speaker's time is to be monitored by the Program Director. Work out a 5-minute warning signal with the Speaker.
 - If the Speaker has items to sell, set this up in the back of the room so the rest of the meeting can continue. Coordinate any set-up with the Vice-President and the Room Monitor prior to the day of the presentation.
19. The Program Director may conduct a survey of the membership to get ideas for future presentations, i.e., guest speakers or topics, that members are interested in having.
20. Equipment: The quilt racks, irons and ironing boards are in the storage unit: Sunriver Commercial Center, 56815 Venture Lane. Call the vice president for the combination to the lock.
21. If there are sign-up sheets to for future Program workshops, they need to be announced and circulated at the beginning of each meeting during "Announcements" so there is time for everyone to see. Also, have them available before, during and after the meeting(s).
22. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.