The purpose of this notebook is to serve as a guide for the Chairperson of

**Programs**

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Chairpersons” page.

Complete the end of year report in October.

Turn this notebook in to the President no later than the October guild meeting.

Thank you for your participation in the guild!

Previous Chairpersons

For

Programs Committee

|  |  |  |
| --- | --- | --- |
| 2007-2008 | Roberta Granville |  |
| 2008-2009 | Roberta Granville |  |
| 2009-2010 | Roberta Granville |  |
| 2010-2011 | Michele Hackmeyer |  |
| 2011-2012 | Barbara Wiggins |  |
| 2012-2013 | Wendy Stone |  |
| 2013-2014 | Geni Raines |  |
| 2015 |  |  |
| 2016 |  |  |
| 2017 |  |  |
| 2018 | Wendy Stone & Dawn Griffen |  |
| 2019 | Marsha Walper |  |
| 2020 |  |  |

**Guidelines**

The role of the Programs Chairperson is to plan, coordinate and execute the twelve months of programs during the guild year from January to December. This planning will involve communicating with the Workshop Chairperson about previously established guest speakers and workshops during selected months, as well as with the President for other agenda items and time allowance.

The Programs Chairperson should plan on arriving to the guild meeting site between 6:00 and 6:30 p.m. to allow adequate time for meeting set-up. This role may involve shifting some tables or greeting non-guild guests who may be presenting a program and assisting those guests with loading/unloading supplies for the program and set-up.

The chairperson will also need to communicate with the Audiovisual Chairperson well in advance of each program to assure timely and appropriate set-up of all equipment needs.

The QU website, newsletter, and Facebook page should be utilized to post information about the programs well in advance to allow members adequate time to plan for an event. This will promote better attendance and participation.

**Customary Guild Programs**

The guild has established some traditional programs but these can all be flexible and are open to change or creativity to promote continued growth and interest and to discourage predictable or stagnant programs that may not be popular with all guild members. The goal is not to please all members, but the majority, and to keep the programs varied and interesting.

These programs have included:

February: Trash to Treasure (Guild member’s indoor garage sale). Members interested in selling their quilt wares reserve in advance, a table for $5.00. Tables are arranged so as to still allow a regular business meeting. At the end of the business meeting, members may shop amongst the tables. The guild may also sponsor a table. This program has been popular but probably only needs to be repeated every other year. A substitute program has been 15 minute demos by guild members and a Valentine fat quarter exchange. February was most frequently the month used for the sale but spring months have also been used with success.

The table rental monies must be provided to the Treasurer. It is recommended that you write a personal check to Quilter’s Unlimited for the amount collected, and keep the cash, unless the Treasurer is available during this event to receive the monies. There are two means to handle the checks.

1. Mailed checks must be sent to the Treasurer no later than five days after receipt. They can be mailed directly to the Treasurer's home address, or to the Guild's Post Office Box:

Quilters Unlimited

PO Box 4324

Tallahassee, Florida 32315

1. Checks can be deposited directly into the Guild's bank account at The First (formerly Farmers & Merchants Bank). Account # is available from the Treasurer. Deposits can be made at any of the First’s branch offices.

March or April: Guest speaker and workshop(s) on the following Friday and Saturday. This is usually scheduled one to two years in advance.

July: Patriotic themed program. Past programs have centered around the Quilts of Valor, patriotic quilts and a patriotic quilted clothing fashion contest. The actual presentation of a quilt to a Veteran is a nice touch.

August: This is typically the unveiling of the Challenge quilts and member voting on the winners. The Challenge Quilt Chair will conduct the program.

November: Guest speaker with subsequent workshop(s) the following Friday and Saturday. This is usually already scheduled one to two years in advance. (In recent years we have had only one guest speaker during a single year; the month varies depending upon speaker availability.)

December: The transition of Guild Officers ceremony will occur at the end of this meeting, preceded by the giving of a gift to the outgoing President. The rest of the meeting has more of a "party" flavor to it, with decorations and food involved (it could be an entire potluck meal, or just snacks, or just desserts). The President can ask for a volunteer(s) to handle the planning and hospitality arrangements. There may be a food drive, or a book drive. At one time, there was a gift exchange for members who wished to participate, but interest in that has faded.

From the list above, you can see that you actually only need to plan for 6-8 programs.

**Tips for Planning Programs:**

Program length should be 20 to 40 minutes.

If you need tables arranged in a particular direction or pattern, you may need to get a team to help doing the moving. Or, the meeting location may have someone designated to do this, in which case you should contact the location's coordinator for such matters.

A program could be one individual speaker or demonstration or a combination of events.

A separate show & tell related to the program theme is always popular. Example: patriotic quilts or quilted bags.

Contests are fun and promote creativity. They may involve an outfit or a fashion show, or designing a holiday themed hat or headdress. They should be informal and lighthearted with no hard fast rules. The loudest applause could determine the winner.

Members who participate in a program could be awarded an appreciation token. Example: all members who displayed a quilted bag receive a fat quarter at the end of the program.

Guest speakers from outside of the guild should be presented with an appreciation gift at the end of the program. If the speaker is from out of town, contact them in advance as far as estimated travel expenses, so we can plan what the remuneration for this may be, versus your budget. Advise them that we will need receipts to submit to the Treasurer to obtain reimbursement for them.

Solicit member ideas and opinions when considering a program.

Have a back-up plan for any programs that involve another presenter. If that person must cancel at the last minute, decide if you can present the program with or without the help of another guild member. Ask a member in advance if you could call on them in a pinch to do a trunk show of their quilts. Another option for a Plan B is to ask a sit & stitch group to do a trunk show.

Be flexible. Although you may have programs planned for the year, someone may come up with a great suggestion or a person who just happens to be in town. Example: the Movie Night that featured the documentary on the fabric of Florida History was not originally planned but was substituted as the program when a member suggested it. It turned out to be a very successful program.

Plan the programs as far in advance as possible.

Do not plan to present more than one or two programs yourself. Call upon local persons with expertise or a guild member or combination of members. When asking members to present, think about that individual’s personality, ability to speak and whether or not that person can engage the group or be a bit entertaining.

Do not be discouraged if a program “flops” or seems to be of little interest to the members. It will happen with at least one program. You may have minimal participation or members leaving early. Smile, and get through it.

Communicate the program plans to guild members in a variety of ways but always with advanced notice, especially if you want participation. Communication methods about the programs should include:

* Arranging with the Website Coordinator to have programs posted on the website calendar months in advance. Use program title and brief description.
* Posting programs in the newsletter months in advance. There is a standing newsletter section called *Upcoming Programs*. Submit your titles and a brief description to the newsletter editor each month but always list the meetings for the next 3 months.

* Making **brief** announcements at the Guild meeting such as, “Don’t forget, next month is our potholder exchange.”
* Remind Steering committee members at the Steering committee meeting. Sometimes, they will be your best supporters for a program or may have a suggestion for an addition to what you have planned. For example, with the cat theme program, a committee member suggested inviting the Humane Society Director to briefly talk about the importance of cat quilts and encourage members to make and donate cat quilts.
* Another option is to print the titles and brief descriptions on a page and place a few copies on the tables at one of the guild meetings for members to look at. This could be done around January or February to give members the “heads up” on programs to come.

**Newsletter submissions:**

Note that all submissions to the newsletter must be written exactly as they will be printed. Do not ask the newsletter editor to write or mention something about a certain topic. Submit to her exactly what you want printed. The e-mail address for the Newsletter editor is:

newsletter@quilttallahassee.com

Newsletter deadlines are posted in every newsletter and can be viewed at:

www.quilttallahassee.com

**Website Submissions**

Website articles or dates are submitted to the website coordinator at

webcoord@quilttallahassee.com

As with newsletter articles, these are written exactly as they will be posted. Website postings can be made at any time, but expect a delay in the submittal of your item until its actual appearance on the website. You can request that urgent messages be sent via “e-mail blast”, remembering that these will only reach Guild Members who have e-mail.

Make sure that your articles provide information on how to obtain more information.

**Facebook Postings**

Typically, the Administrator of the QU Facebook page will get their information from the website and the Newsletter, so you should not have to take any action regarding this. Note that if there are errors on the website, these may show up on the Facebook page, since frequently the posting includes a link to the website page. PDF documents cannot be posted to Facebook like images can, so a link has to be provided to the page from which a PDF document is accessible.

**Review of Website for Program Matters**

Review all pages and posts on the Website that have references to the Museum Show on a regular basis (at least monthly). This is to assure that there are no errors, no duplications, and that the information has been published in a logical place on the Website. If information has changed or is out-of-date, advise the website coordinator. If you have concerns, coordinate with the Website Coordinator, specifying the page in question by its URL.

**Budget:**

A budget is allotted to this role to obtain materials for programs, and pay for travel expenses of speakers other that those teachers arranged as part of the Workshops. The Workshop budget covers those teachers. Generally, the accounting for the workshop costs is 1/3 of the total to be paid is covered by the Guild as educational fees for guild members. The 2/3 balance should be covered by the Workshop fees.

Please refer to the previous year-end reports for budgets in the years prior. The Treasurer will provide you with your current annual budget. Be prepared to make a recommendation to the Treasurer to modify the budget as needed. Keep all receipts and accurate records of money spent and refer to the Reimbursement Guidelines page for instructions.

**Guild Property:**

You will have in your possession:

 The guild notebook for Programs chairperson.

**General Information**

The Guild is a Tax Exempt organization under the provisions of 501(c)(4). Our designation as a non-profit organization affects many of the filings that must be made with the IRS and State agencies, handling of funds, and other matters.

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Program Chairperson?**

You should plan on attending every meeting to introduce the program but it is certainly acceptable to arrange for someone to conduct the program in your absence. With the exception of unforeseen circumstances, you should allow plenty of advanced notice and provide all essential details to your substitute.

1. **Do I have to attend the steering committee meetings?**

You should plan to attend as many steering committee meetings as possible. Discussion of the next program is usually a standing agenda item. The steering committee does not meet every month and a schedule is made available to all officers and chairpersons at the beginning of each guild year. The President may occasionally call a mandatory meeting for all steering committee members. In this situation, input and votes are needed from as many chairpersons as possible and your opinions would be greatly valued.

1. **Do I have to plan and arrange for the national guest speakers?**

No. The national speakers are planned one to two years in advance by the Workshop Chairperson. You will need to communicate with that chairperson about which months speakers are scheduled. The workshop chairperson will introduce the speakers at the guild meeting.

1. **What if my planned guest cannot make the program at the last minute?**

You can count on the unexpected as illness, weather and a myriad of other reasons can always alter the best laid plans. Have an emergency backup program in place or discuss with a member or two throughout the year that you could call on them to present a trunk show at the last minute due to unforeseen circumstances. Guild members love trunk shows.

End of Year Report (2 pages) Programs Chairperson

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

**Briefly describe the programs:**

|  |  |
| --- | --- |
|  | Topic:  |
| Jan |  |
| Feb |  |
| Mar |  |
| Apr |  |
| May |  |
| Jun |  |
| Jul |  |
| Aug |  |
| Sep |  |
| Oct |  |
| Nov |  |
| Dec |  |

Other than the guest speakers, which programs seemed to be favorites or had the best participation?

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Which programs were not very popular?

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Did you perform this role by yourself or did you enlist support from others? \_\_\_\_\_\_\_\_\_\_

How many other people helped you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you needed help: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Reason budget was exceeded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Helpful Hints for future chairperson:

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Recommendations for change:

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Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_