

Program Committee Procedures

Program Committee Responsibilities: The Committee works with the Workshop Committee to present informative, fun and educational programs at each Guild meeting. The Committee determines the programs for the year, arranges for speakers, advertises the programs in a timely manner, both at meetings and in the newsletter, and sponsors the programs.

Goals: Maye River Quilters has as one of its three goals; educating others about quilting. A primary way to do this is by presenting programs throughout the guild year for members and guests. Besides being educational, programs should engage and entertain members.

Responsibilities and Processes

- The Program Committee is responsible for determining desirable program subjects or topics, and planning the yearly schedule of programs. Programs should be interesting, entertaining, fun, educational and promote fellowship and friendliness with members.
- The Committee will submit a realistic budget for the year that includes speaker fees, per diem and housing; necessary site rental, honorariums for guild members who present programs, supplies, prizes and administrative supplies. The budget will be submitted in writing, along with a description of the programs, to the Board for approval. Once approved, the committee chair is authorized to schedule the programs, execute contracts for speakers and expenses, and arrange for all program necessities. The Chair has the authority to spend the allocated resources for same. The Chair should execute contracts with speakers but a different committee member may be appointed if necessary.
 - The Committee Chair is authorized to sign contracts for future programs for regional or national instructors whose schedules require long lead times, with the prior consent of the Board.
 - The Committee Chair is responsible for ensuring that guild members recruited for program presentation are aware of Article VIII Remuneration. This article precludes payment to members providing programs except an honorarium. The Committee Chair should establish a set honorarium within her budget for the year, ensuring that all members who present programs are treated equitably.
 - The Committee Chair is responsible for ensuring that any cancellation charge is avoided. For example, if a date is contracted for after which a cancellation fee is charged, the Chair must ensure that the decision to cancel is made prior to that date.
- The Committee Chair is responsible for acting as hostess to any outside program speaker, including making hotel arrangements, providing directions, local transportation, greeting

the speaker at the meeting, introducing the speaker, ensuring the program fee is presented, and writing a thank-you note after the program. The Committee Chair is responsible for acting as hostess to any guild member who may be presenting, providing the same courtesies of welcome and introduction, and writing a thank-you note.

- The Committee will make all arrangements for each program including, if necessary, different site selection and rental, site set-up, and providing needed supplies.
- The Committee is responsible for making arrangements with the Treasurer to provide timely payments for program requirements, ensuring all bills are paid on the required schedule any contract requires.

Committee expenses and committee income must follow the Financial Procedures Policy of the Guild.

Note: Requests for reimbursement for donations made freely to the Guild in any form cannot be submitted.

Approved by the Guild Board April 25, 2022