

Workshop Committee Procedures

Workshop Committee Responsibilities: The Committee works with the Program Committee to select workshops, arrange for locations, site set-up, contracting and payment, advertises the workshops to Guild members, arranges for workshop sign-up, and collects workshop fees and deposits with the Treasurer.

Goals: Maye River Quilters has as one of its three goals, educating others about quilting. A primary way to do this is by presenting workshops throughout the guild year for members and guests.

Responsibilities and Processes:

- The Workshop Committee is responsible for surveying guild members for desirable types of workshops and workshop topics, and planning a schedule of workshops that interest a suitable number of participants, are reasonably priced, and cover a variety of topics members have indicated they would like to attend.
- The Committee will formulate a realistic budget for the year that includes expected income, workshop leader fees, site rental, supplies, and incidentals. The budget will be submitted in writing, along with a description of the workshops, to the Board for approval. Once approved, the committee chair is authorized to execute contracts for teachers and sites for the approved workshops, and spend the allocated resources and schedule the workshops. The Chair should execute contracts but a different committee member may be appointed if necessary.
 - The Committee Chair is authorized to sign contracts for future workshops for regional or national instructors whose schedules require long lead times, with the prior consent of the Bboard. It is suggested that no more than two major speakers be contracted for a membership year, as this involves program, workshop, airfare, overnight stay and meals. This can be revisited by the Board in special circumstances and will be dependent on guild funds and budget.
 - The Committee Chair is responsible for ensuring that guild members recruited for workshop presentation are aware of Article VIII Remuneration. This article precludes payment for members providing workshops or programs except an honorarium.
 - 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 workshop leader, including making hotel arrangements, providing directions, local transportation, greeting the workshop

leader at the meeting, introducing the leader, ensuring payment is presented, and writing a thank-you note after the workshop.

- The Committee will make all arrangements for site selection and rental, site set-up, provide needed supplies such as ironing boards, irons, and cutting mats. Since our workshop fees are so reasonable as to enable more guild members to attend, food and drink will not be provided in the cost of the workshop. A light lunch may be provided when a major speaker is presenting.
- The Committee is responsible for making arrangements with the Treasurer to provide timely payments for workshop requirements, ensuring all bills are paid on the required schedule any contract requires.
- The Committee will determine the sign-up schedule, and notify members about details of upcoming workshops, including reporting at meetings and announcements in the newsletter and on the website. The Committee will conduct the actual sign up, including using the appropriate Guild Workshop sign-up form.
- The Chair will designate one committee member to receive and deposit all monies with the Treasurer according to Guild procedures. A back-up may be appointed.
- When a major speaker has been scheduled, the Guild may want to invite other guilds to participate in the workshop if there is room for more participants than have signed up from the Guild. The Board suggests setting a deadline enrollment date for MRQ participants, after which the enrollment may be opened up to other guilds. An additional \$5.00 fee for those participants outside the Guild is also suggested.

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 Guild Board April 25, 2022