

Job Description for Director of Programs

- One year term
- Appoints Chairperson of the Conference Booth Committee, Chairperson of the Theme of the Year, Hospitality Chair. and Day Programs Chair.

Duties

1. Plan, schedule, and coordinate the monthly Guild programs. This includes budgeting, contacting with speakers, arranging facilities, props, and display materials, and assisting speakers with setting up on meeting nights.
2. Must work closely with Workshop Chair to coordinate program and workshops in order to save on travel expenses, which can often be paid out of the workshop fees.
3. Meeting Activities:
 - a. Verify arrangements for the speaker's dinner. All speakers are taken to dinner at PHG expense.
 - b. Set up slide and/or digital projector and extension cords, if needed.
 - c. Set up podium with cordless microphone and light if needed.
 - d. Assist speaker with display materials or props.
 - e. Introduce speaker.
 - f. Turn lights on and off during program (5 switches stage right).
 - g. Make sure microphone is audible (inset box with adjustments is on back wall of auditorium).
 - h. Assist speaker at meeting end and help clean up props, etc.

Monthly

1. Confirm next month's speaker.
2. Submit newsletter articles to editor.
3. Send thank you notes to previous speaker (may combine with workshop note).
4. Review upcoming schedule for gaps or omissions.
5. Communicate with Workshop Chair to make sure registrations are sufficient. If not, arrange for an alternate speaker.
6. Review budget.
7. Submit expense forms for reimbursement.
8. Pay speakers.

Yearly

After New Years and/or during summer

1. Assemble a list of prospective speakers.
2. Submit budget for approval.
3. Contact speakers for new program year.
4. Establish a schedule for correspondence and contracts.
5. Schedule entire year by October, if possible.
6. Include program schedule in September newsletter.
7. Keep track of postage and phone expenses for reimbursement.
8. Weftover Sale – Tables are for sale at \$5.00 per half table and \$10.00 per full table. Participants do their own set up and take-down. Proceeds go to WARP (Weave a Real Peace).
9. Annual Banquet – Program Chair works with Member Services and/or Refreshment Chair to arrange table settings, refreshments, door prizes, etc.

This has not been revised

Revised June 1998

Revised April 2007