

THIRD VICE PRESIDENT FOR PROGRAMS

- 1) PURPOSE - to provide programs for each general meeting and to schedule and coordinate periodic workshops
- 2) RESPONSIBILITIES
 - a) Attends all board and guild meetings.
 - b) Plans programs for at least two years ahead:
 - i) Contracts with potential teachers for fees, available dates, subject matter, etc.
 - ii) Coordinate with teachers for the sale of any merchandise at workshop and coordinates shipment of any merchandise prior to date of workshop, if necessary
 - c) Prepares preview of upcoming program for the newsletter.
 - d) Announce upcoming workshops at the guild meeting.
 - e) Manages workshop registration as follows:
 - i) Arranges for a hostess for teacher and other assistants as needed.
 - (1) Hostess receives free one workshop of her choice and is reimbursed at a per diem for meals and expenses. Additionally, mileage is reimbursed at current IRS rate per mile.
 - ii) Ensures travel plans and accommodations are arranged and confirmed with teacher.
 - iii) Coordinates registration for workshops 60 days prior to workshop date. Registration is confirmed only when the total fee for the workshop is paid. No refunds are made unless the space can be filled from a waiting list.
 - iv) Obtains supply list from teacher and forwards workshop information to the students.
 - v) Opens registration to non-guild members 30 days prior to workshop.
 - vi) Forwards all monies'collected to the Treasurer. Notifies Treasurer of refunds needed to be made if space can be filled from the waiting list.
 - vii) Sends thank you note to teacher/lecturer.
- 3) REPORTING AND RECORDKEEPING -
 - a) Maintains a record of expenses of all monies.
 - b) Submits an annual budget for operating expenses in October.
 - c) Maintains an inventory of all guild property needed for workshop and organizes workshop supplies in guild storage unit.
 - d) Prepares a transition report for successor.