

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	2 nd Vice President
Voting Board Member	Yes
Key Responsibilities	Arrange for outside speakers for upcoming meetings and workshops at 1 – 2 per year. Arrange for workshops/classes given by guild members.
Tasks Prior to Guild Meeting	<p>Outside speaker/workshop</p> <ul style="list-style-type: none"> • Since the speakers are usually booked years ahead, the 2nd vice president will book speakers for the guild at least one to two years ahead. This includes getting signed contracts for each speaker. • Request class samples from contracted speakers to show the Guild during general meetings to encourage sign up for classes. • Arrange for housing for the speaker (they are responsible for making their own travel arrangements). • Find accommodations to hold classes well in advance of class. Submit a completed disbursement request to the treasurer in advance for funds needed to pay for facility. • Keep a sign up list for the classes including a waiting list. Students must pay for the class before their name is added to the class roster. • A supply list will be provided by the speaker for the 2nd Vice President to give to PAID students. • Arrange for transportation to and from the airport if necessary. • Pick up and return guest speaker from where they are staying prior to speaking at guild meeting. Feed them if necessary. • Pick up and return guest speaker from where they are staying prior to workshops. • Provide lunch for the speaker during class days. • Pick up any needed supplies needed for the speaker including power cords, screen, projector, etc.

	<ul style="list-style-type: none"> • Is at facility where classes taking place early to ensure that setup is complete prior to beginning of class. • Ensures that facility is clean and all supplies returned to storage after class. <p>Classes given by guild members</p> <ul style="list-style-type: none"> • Arrange for classes to be given by guild members. • Find accommodations to hold classes well in advance of class. Submit a completed disbursement request to the treasurer in advance for funds needed to pay for facility. • Submit a completed disbursement request to the treasurer in advance for funds needed to pay member for teaching class. • Keep a sign up list for the classes including a waiting list. Students must pay for the class before their name is added to the class roster. • A supply list will be provided by the member teaching the class for the 2nd Vice President to give to PAID students. • Pick up any needed supplies needed for the speaker including power cords, screen, projector, etc. • Is at facility where classes taking place early to ensure that setup is complete prior to beginning of class. • Ensures that facility is clean and all supplies returned to storage after class.
<p>Tasks During Guild Meeting</p>	<ul style="list-style-type: none"> • At meetings prior to event, publicize the upcoming speaker. • Generate interest for any upcoming classes/workshops either by national speakers or by guild members. Sign up members for classes/workshops. • At event meeting, introduce the guest speaker and have everything the speaker needs to have a smooth running meeting.

Newsletter Articles	<ul style="list-style-type: none"> • Will publicize the guest speakers. • Will also put class sign up sheet in the newsletter for several months prior to class for both national speakers and classes held by guild members.
Preparation for Board Meeting	<ul style="list-style-type: none"> • Have speaker information for all the board members to read. Have photos of the classes offered by the speakers. • Read minutes from prior board meeting and be prepared to submit any corrections. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.
Financial Impact – Income	<ul style="list-style-type: none"> • The guild charges for classes given by outside speakers. The 2nd Vice President collects all funds for classes and then passes them on to the treasurer with a completed deposit form. • The income from classes will offset some of the expenses in bringing in an outside speaker.
Financial Impact – Expense	<ul style="list-style-type: none"> • One of the guild’s largest expenses. • Travel expenses must be looked at when booking a speaker. The price of their lectures and classes might be very reasonable. But where they are traveling from might be too much.

<p>Interfaces with which Other Board Members</p>	<ul style="list-style-type: none"> • Keeps the board informed of the speakers the 2nd Vice President has contacted. The board will make the final decision as to which speaker and classes will be contracted with. • Works with the President on getting a signed contract. • Gives the treasurer a copy of the paperwork for tax purposes. • Submits disbursement request to the treasurer prior to the event to have a check ready to pay the speaker for all expenses contracted for in the signed contract with the speaker.
<p>Interfaces with Outside people/companies</p>	<ul style="list-style-type: none"> • Contacts any speakers that might be offering classes and lectures that will interest the guild. • Works with local vendors to procure supplies if special items might be required for classes. • The Eureka Senior Center has great facilities for Saturday classes only. 444-8254. • Redwood Acres has a room available for about \$100.00 per day. • The Gold Beach Guild might be available to share a speaker with our guild.