Vice President, Programs
Lincoln Quilters Guild

The Vice President, Programs role serves the second year of the Programs progression (following the Vice President-Elect Programs). This is a year of execution and fulfillment of the work done as Vice President Elect to establish programming for the Guild Year. They handle all logistics for programs during the year and attend Executive Board meetings.

1. Work with the Treasurer to have a guild credit card issued in your name to use for expenses related to programming.
2. Write an article about the speaker and submit class information to LQG Webmaster and send Information Email (via Mail-chimp).
    a. Include class information/registration for the upcoming month and the following month. This should be submitted the Wednesday following our regular meeting for the next month. IF you can submit the entire year's information during the winter break, it is very helpful to the newsletter editor and easier for you.
3. Contact the speaker prior to their lecture and workshop to determine their needs. Communicate the needs to the appropriate venue a week prior to the event.
4. **Guest Speakers**: Contact each guest speaker to finalize plans.
    a. Confirm method of travel and schedule. Arrange for pick-up if needed.
    b. Arrange lodging for the speaker based on their arrival & departure dates as well as their needs during their stay. (Typically, speakers stay at a motel of our choice, ideally close to Union College to provide convenience for classes, meetings, and board dinners. Several offer AARP and AAA discounts.)
    c. Review the contracts that were signed during your VP-Elect year). Determine what is needed for the program, tables in front, table for computer, slide projector, screen, etc.
    d. Invite for a tour of the IQM if they wish and time constraints will allow. (Even though the IQM is closed on Mondays, it is possible to schedule a tour).
    e. Notify President-Elect of specific room arrangements that need to be made for presentation.
5. Pick up the speaker as necessary and transport to lodging. You may also take the speaker to dinner depending on the day and time of arrival.
6. Make reservations for dinner with the Board members at a restaurant close enough to allow everyone to get to the meeting in time (typical time for dinner is 4:30 p.m.)
    a. Email Board members to get a count for dinner. Take (or meet) the speaker for dinner with the Executive Board before the meeting.
    b. After dinner help the speaker set up at the church for the program; make sure there are holders and folders if the speaker is showing quilts; assist with any selling that the speaker may do; and help them get their things together after the meeting.
7. Introduce the speaker at the meeting
    a. Obtain information from the speaker, from their brochures or from their website to help you write an introduction.
    b. Provide a bottle of water to use at the podium.

8. Obtain receipts from the speaker and submit bill to Treasurer-elect; obtain a check to pay them (generally at the meeting or at class if it follows the day of the meeting).
    a. These expenses might include the lecture, class fees, food, mileage and airfare, or lodging (any expenses if the speaker took care of herself.) If speaker will incur mileage, meals or parking while returning home, estimate and include in the bill.
9. **Scholarship Recipient Presentation**: If a recipient is selected, you will also have responsibility to ensure the prior year's scholarship recipient's presentation to the guild is scheduled. Coordinate that presentation and offer the recipient hospitality as you would any other speaker. Most likely this will be a local recipient, so travel arrangements and expenses may not apply; nor will they get paid a speaker fee. However, you may wish to invite them to dinner with the Board and will need to do all the other things to ensure the presentation is advertised and the recipient has what they need for the presentation.
10. **Classes:** Classes may have been scheduled when you booked the speakers (when you were VP Elect of Programs) You should have a program every month, but classes do not need to be scheduled every month. In addition, if the speaker does not wish to provide a class, you may investigate other alternatives for a class opportunity.
    a. Contact IQM (or other designated workshop location) to reserve rooms and indicate needs for classes. (402-472-6549)
    b. You will receive enrollment forms via mail, phone call or email and will collect the checks or money for payment. Most class participants will send the payment in advance, but you may need to collect some at the class.
    c. Class fees should be turned in to the Treasurer. She has a form that should be filled out and turned in with any monies you give her.
    d. You will also need the signed W-9 Form from the speaker if lecture and class fees are $600 or more; this goes to Treasurer-elect/Treasurer.
    e. Class participants should pay any kit or patterns fees directly to the instructor.
    f. Maintain a list of class participants and a waiting list if necessary. If more than the max sign up contact the speaker to see if they will allow more. This list of class participants should be maintained with the rest of your files as important information in future recognition and planning.
    g. Send/post info about the supply list to all class participants and inform them of any additional class fees if there are any. You will get this information from the speaker ahead of time.
    h. Pick up the teacher for the class depending on the travel arrangements that you have made.
    i. Hostess the class by helping set up, run errands, coordinate lunch, and whatever else is necessary to make our guest and class participants comfortable and happy. It is a good idea to have water for the teacher and band-aids for minor injuries. Plans during the lunch break can vary. Some participants may bring their own lunch and others may drive to a nearby location. Depending on the class location, there may also be restaurants nearby or you may want to coordinate delivery of an order for the speaker/teacher. Whatever you decide about lunch, communicate the options to the group at the beginning of the workshop so they can plan accordingly. If you cannot hostess a class yourself, find a Board member or Guild member who will do this. You do

not have to pay for the class yourself, but your class participation will depend on how much help the instructor needs.

10. Assist Vice President-Elect, Programs in their duties, providing guidance re: policies and past practices, resources, budget and program schedule.
11. Attend all Executive Board meetings and LQG meetings.

Updated August 2019, Reviewed & Updated March 2022

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