Vice President- Elect - Programs
Lincoln Quilters Guild

The Vice President-Elect position is the first year of a two-year position. Responsibilities include learning the duties of the Vice President, Programs and most importantly scheduling presentations and classes for their year as Vice President, Programs. They will attend Executive Board meetings and plan programs of interest for presentation at the scheduled meetings. To gain familiarity with the role, they will also cover the Guild Programs / Classes table on each meeting night, providing information on upcoming classes and programs for the year and encouraging / facilitating registration for classes. They will assume the office of Vice President, Programs in the second year of the term. The Vice President Elect / Programs must initiate their work immediately to conduct the research to identify speakers for your year as Vice President, Programs.

1. Contact Treasurer of the Guild to obtain the budget for programs that was proposed by the Finance Committee and approved by the membership the previous year. This includes a two year budget - upcoming year (for execution by VP, Programs) and the following year (when you are Vice President, Programs). Note that the budget for your year of programs may change based upon other factors of the Guild's financial standing.
2. Identify and contact classroom facility for space availability for classes for the following year.
    a. Unless there is a facility conflict, classes can be held at the International Quilt Museum (402-472-6549). The Guild is allowed 9 classes per year in exchange for an annual contribution. Check for both 2nd Monday and Tuesday so potential teachers will have an option.
3. Develop a list of speakers with potential presentation topics and classes; invite information from other board members, send email inquiries for availability. Contact more than you need to ensure a good selection.
    a. You will serve as the point person for scheduling the year's scholarship recipient(s), if any, to present their material to the guild next year. This is a requirement of their scholarship eligibility. The month of the presentation can be done in alignment with proposed programs and in concert with the Scholarship Committee's timing for selection. This length of the program can be determined based on the content.
    b. Resources for speakers include: the internet for state-by-state quilting teachers, individual web sites, publishers of quilting books, local quilt shops, quilting magazines, quilting friends, guild members, and guild board members.
4. Compile information in a spreadsheet to be periodically reviewed with the board for input (both financial and content). Include name of speaker, program and class topics, cost, and date.
    a. From time to time, other guilds may be interested in coordinating efforts to share costs. This could be a joint program with each guild sharing in part of the fee & expenses. It could also mean both guilds scheduling their own program with the speaker, but on dates close enough that travel costs could be shared between the guilds. As you plan your programs, consider reaching out to nearby guilds and/or reviewing each speaker's schedule to see if anything like that is possible.

5. After you have made your selections,
    a. Review with the LQG Board for their input. Start scheduling lectures and classes for your year as Vice President within your year's budget allocation.
    b. Send out the completed Guild Contract (keep a copy until signed contract is returned). If a speaker uses their own contract, review the contract carefully to make sure it aligns with the guild contract. Ensure that all conditions or clauses are acceptable. All speakers (regardless of local vs. other locations) must have a signed contract.
6. Upon contract return, review for missing information and contact speaker if necessary (all information may not be available at the time contract is signed - arrival, departure, airfare, etc.)
    a. If a speaker desires to drive, obtain the estimated mileage to calculate the expense. Receipts will be required to document the expense.
    b. In most cases speakers may fly to Lincoln or Omaha. It is more economical (both in dollars and time) to fly to Lincoln and that is preferred. However, it is recommended that a flight to Lincoln not exceed the Omaha cost by more than $100.
7. Document your decisions for the future. In your year as Vice President, Programs, you will be training the Vice President-Elects. Build a list of potential speakers for their year.
8. To gain familiarity with the role, they will also help at the Guild Programs / Classes table on each meeting night, providing information on upcoming classes and programs for the year and encouraging / facilitating registration for classes.

Timeline:

Monthly duties: Noted in job description

December - February:

- Meet with VP, Programs to assess potential speakers (that were not scheduled), and other ideas based on their work.
- Obtain budget from Treasurer for the programs that you will be creating.
- Review previous templates used and develop a similar spreadsheet for capturing data for your potential selections, time, cost.
- Review contracts form and update as needed. (include Treasurer so costs are known)
- Send article to Webmaster and send Information email (via Mail-chimp) about the speaker and class information for the upcoming and following month (e.g., first one is for March and April; then April/May etc.).

February – September:

- Review programs and budget to date with LQG Board for correlation with budget (for your year as Vice President, Programs
- Report to LQG Board contracts that have been signed.

July

1. Prepare estimated budget (based on current knowledge) for your program year as required for the finance committee meeting (contact Treasurer for information re: process if needed):

a. Total all "expected" expenses for presenter including presentation fee, class fees, airline/transportation, parking, shipping (presentation items only), hotel, food, and any other allowable expense a lecturer incurs. Total estimated amount. This total should fall within the budget previously established. (Extra baggage fees and shipping for items to sell are not included in expected expenses to the Guild)
b. Total "projected income" - the estimated class fees to be received from guild members for the speakers you have scheduled for your year as Vice President. Because the attendance at classes is unpredictable, it has been reasonable to expect income to be from 50% class participation. This means: if class limit is 20 students, planned class fee = (cost of class + room charge) divided by 10.
c. Review with LQG Board prior to submitting to Finance Committee.

September:

- Proposed budget which includes projected program costs approved by the Finance Committee in August is provided to the membership in September for review **October:**
- Prepare program 'bookmark' for distribution at November meeting.

November:

- Distribute program 'bookmark' to membership
- Compile other speaker possibilities for next year's VP-Elect of Programs.
- Communicate programs to webmaster for inclusion on website. Prepare a description of lectures and classes and submit to the Webmaster to be placed on the LQG website and IQM. Also send Webmaster a class signup sheet for each class showing class fees. *This should be done by as soon as possible to be posted for the next year.*

December – February:

- Trains the VP-Elect of Programs in their duties for the upcoming year.
- Pass on potential speaker ideas for their year as well as other guild contacts who may wish to partner on programs.

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