

# Redwood Empire Quilters Guild

## Job Description

Rev. 08/2010

Job Title	2 <sup>nd</sup> 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"> <li>• Since the speakers are usually booked years ahead, the 2<sup>nd</sup> vice president will book speakers for the guild at least one to two years ahead. This includes getting signed contracts for each speaker.</li> <li>• Request class samples from contracted speakers to show the Guild during general meetings to encourage sign up for classes.</li> <li>• Arrange for housing for the speaker (they are responsible for making their own travel arrangements).</li> <li>• 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.</li> <li>• 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.</li> <li>• A supply list will be provided by the speaker for the 2<sup>nd</sup> Vice President to give to PAID students.</li> <li>• Arrange for transportation to and from the airport if necessary.</li> <li>• Pick up and return guest speaker from where they are staying prior to speaking at guild meeting. Feed them if necessary.</li> <li>• Pick up and return guest speaker from where they are staying prior to workshops.</li> <li>• Provide lunch for the speaker during class days.</li> <li>• Pick up any needed supplies needed for the speaker including power cords, screen, projector, etc.</li> </ul>

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

Newsletter Articles	<ul style="list-style-type: none"> <li>• Will publicize the guest speakers.</li> <li>• 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.</li> </ul>
Preparation for Board Meeting	<ul style="list-style-type: none"> <li>• Have speaker information for all the board members to read. Have photos of the classes offered by the speakers.</li> <li>• Read minutes from prior board meeting and be prepared to submit any corrections.</li> <li>• 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.</li> </ul>
Financial Impact – Income	<ul style="list-style-type: none"> <li>• The guild charges for classes given by outside speakers. The 2<sup>nd</sup> Vice President collects all funds for classes and then passes them on to the treasurer with a completed deposit form.</li> <li>• The income from classes will offset some of the expenses in bringing in an outside speaker.</li> </ul>
Financial Impact – Expense	<ul style="list-style-type: none"> <li>• One of the guild’s largest expenses.</li> <li>• 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.</li> </ul>

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