

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: SECOND VICE-PRESIDENT

TERM: 2 years

The responsibility of the Second Vice President is predominantly chairing the Programs committee of SCVQA, including:

1. Locate, negotiate and contract with future guest speakers, including selection of lecture and class themes.
2. Arrange and coordinate all necessary travel, accommodation and meal arrangements required by guest speakers.
3. Coordinate with guest speakers for class samples, supply lists and PR pieces to advertise class at guild meetings. Create and manage class signup sheets.
4. Coordinate with other local guilds and quilt shops regarding guest speakers in an effort to share guest speaker's travel expenses.
5. Coordinate with other committees regarding availability of facility for meeting and class dates, equipment and hospitality requirements, etc.
6. Arrange for rented equipment, purchase of necessary supplies, etc.
7. Write newsletter articles and website collateral regarding guest speakers.
8. Reconcile money collected for classes and deliver to Treasurer.
9. Communicate with guild members regarding classes.
10. Solicit assistance from membership as guest hostesses, class signup, etc.
11. Be responsible for Programs equipment, including loudspeaker, extension cords, quilt racks, etc.
12. Present budget to the Treasurer for your position/committee for the following year by August first.
13. Attend all Board meetings.
14. Keep an accurate record of expenses.

Second Vice President will present to Board problems, which arise regarding Programs. Second Vice President will submit to Board ideas for changes in meeting program(s) that are out of the ordinary for the type of program to which guild members are accustomed.

Reviewed 2006