

The CEO appoints the program chairpersons. They are part of the standing committees which make up the board of directors and, as such, should attend all board meetings. The Program Committee can be structured one of two ways: as two separate program chairs (one for Day Chapter and one for Starlight Chapter), or as one program chair that oversees programs for both chapters. Each program chair should form a committee to assist in planning process. If structured with two program chairs, they should coordinate with the program chair of the other chapter.

The program chairperson shall plan programs beginning with the October meeting of the upcoming year through September of the following year. Program chairs are able to schedule speakers 18 months beyond their term of office. Program chairs are responsible for and prepare a calendar of planned programs for the Membership Directory and Handbook. The deadline for submitting the list of planned programs to the Membership Directory and Handbook Editor is August 1.

Chairpersons shall contact and provide a written contract with speakers for chapter meetings and events. A good source of potential speakers is the [Heartland Quilt Network](#), of which we are a member. Other sources include local quilt shops, quilt magazines, nearby guilds, BTQG member trunk shows, or word of mouth. Please note that we do not pay BTQG members to speak for the guild. Try to avoid program duplication. A list of past chapter programs can be found on the [BTQG Website](#). When possible, plan low-cost or no-cost programs, especially for July, August, and September, and be aware of your budget allotment. Consider speakers who do not have to travel far for the months of January and February when weather is unpredictable. In recent years, the January and February meetings have been held via Zoom, which has allowed us to reach speakers from far away that we would not have otherwise been able to afford. In booking a person for a program or workshop, agree on a date, time, fees, and mileage.

The [BTQG Presenters Contract](#) can be found on the [BTQG Website](#) under Members – BTQG Business Forms. You need to enter the speaker's contact information and lecture information. Social Security # is only needed if the lecture and/or workshop exceeds \$600 or more in one calendar year. Calculate round trip mileage using MapQuest or Google Maps. The mileage rate changes each year, so check [WWW.irs.gov](#) for the current rate.

If overnight lodging is required, consider booking at Drury Inn & Suites, 1000 Knipp St, Columbia. They have been giving us a rate of \$99 + taxes. The hotel provides breakfast and complimentary drinks/snacks/light meals in the evening. Drury will let the room to be booked on your credit card and list the speaker as the guest.

Send the completed contract to the speaker, asking them to sign and return. It is recommended to get the signed contract as soon as reasonably possible.

Additional duties:

- Obtain bio of speaker to share with the Chapter President for inclusion in the newsletter.
- Make sure the speaker has directions to the workshop, chapter meeting location, and lodging.
- Prior to the meeting date, confirm any specific needs the speaker may require (e.g., sound system, table arrangements, etc.)
- If program is via Zoom, conduct a trial test zoom to iron out any technical difficulties ahead of time.
- Make sure the set-up of the room is scheduled.

PROGRAM CHAIRPERSON – JOB DESCRIPTION

- Get 2-4 volunteers to hold quilts for viewing.
- Day of the program, help the Chapter President set up the sound system, check set-up of room, find a person to sell products for the teacher, if requested.
- Meet the instructor/speaker for lunch (or dinner) at a fairly quiet but easily located restaurant. No alcohol. Get a receipt for the speaker's meal to attach to guild reimbursement form; pay for the speaker's meal. It is the only meal that can be reimbursed; not guild member meals.
- Introduce the speaker at the meeting.
- Before the speaker leaves for home, give them an envelope with the fees and expense reimbursements. Get receipts from the speaker for airfare, etc.
- Check that guild equipment (extension cords, etc.) is safely returned to guild's storage area.

For workshops:

- Secure a location and include the rent expense in the cost of the workshop.
- Provide lunch for the speaker during a full day workshop.
- Two or three months before the program, get a supply list from the speaker and include it with the workshop registration form in the newsletter.
- Bring a sample of what will be completed in the workshop, if appropriate, or a good picture of the project.

For payments and reimbursements:

- Provide the treasurer with information on checks required for reimbursement.
- Use the [BTQG Check Request for Speaker Form](#) to pay the speaker for the lecture/workshop fee, along with any related travel expenses. Include the signed contract as backing for reimbursement. The treasurer will write separate checks for speaking fees and travel expenses.
- Have the checks in an envelope with you at the program.
- Use the [BTQG Check Request Form](#) to reimburse guild member for any expenses (e.g., hotel, meals). Include all receipts as backing for reimbursement.

Provide program information to the incoming program chair that includes information on previous programs. Update the List of Chapter Programs document located on the guild website.

Revised by Martha Eberhard, Program Chairperson, 2022-2023

Revised by Bettina Havig, Day chapter program chair, 2015-2016

Submitted by Brenda Austin, Day Chapter Program Chairperson, 2013-2014 and Alice Leeper, Starlight Chapter Program Chairperson, 2013-2014