

Effective Date: DRAFT

Programs and Workshops

DRAFT

Purpose

The purpose of this committee is to arrange for programs to be presented at Guild membership meetings September through May, excluding December, and one or two extended day or multi-day workshops each year, based on the interests of members and the annual budget.

The intention is to expand members' knowledge, skills, and abilities and to provide encouragement and inspiration.

Authority/Relevant Documents

The relevant documents are as follows:

Articles of Incorporation, including Amendments and Addendums
Policy & Operational Procedures: Finances, General Committee Information, Membership, Organizational Details

Policies

I. General Overview

- A. The Programs and Workshops Committee is a Standing Committee led by two members: the Chair and an Assistant. A two-year commitment is suggested but is not mandatory.
- B. The Chair and Assistant are encouraged to utilize additional members on their committee to accomplish the scope of work.
- C. The general responsibilities of Committee Chairs are addressed in the General Committee Information POP.
- D. Existing Guild Policies and Operational Procedures for the receiving, handling, counting, and management of funds shall be always followed by the Committee chair and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances Document.

II. Programs

- A. Program expenses are paid by the Guild, subject to the budget and may be presented at no charge. For example, Grant and Scholarship recipients present programs as a condition of receiving funds.

- B. If a workshop instructor also presents a program, travel expenses may be split between Programs and Workshops.

III. Workshops

- A. Workshops are organized on a cost recovery basis with participants paying all workshop expenses. Costs are rounded up to the nearest dollar.
- B. Workshop participants pay all workshop expenses to the Guild through the Committee Chair.
- C. A Member who hosts a Workshop instructor is exempt from Workshop fees, but is responsible for the instructor's local transportation, housing, and meals.
- D. Instructor hosts are selected by the committee.
- E. Registration
 1. Registration deadlines are announced at Guild meetings, in the newsletter, and by email. This is to ensure equal access to workshops for all members.
 2. To secure a registration, members pay a deposit, generally one half of the estimated cost, by a deadline set by the committee.
 3. When the number of registrations exceeds the number of spaces in a workshop
 - a. Participants are selected by lottery, which will continue to create the waitlist.
 - b. All others are placed on a wait list in lottery order.
 - c. Additional registrations are accepted, or added to the wait list, in the order received.
 - d. When there are spaces in the workshop, and no members on the wait list, invitations may be extended to other guilds in the area.
- F. Workshop Deposits
 1. Deposits are non-refundable and once registered, participants are obligated to pay the entire workshop cost.
 2. A registered participant who is not able to attend the workshop may work with the committee to find a substitute, checking the waiting list first.
 3. The registered participant and the substitute will work out how the deposit and registration costs are repaid to the registered participant.
 4. Balance due after the deposit is paid must be paid prior to the workshop at a date set by the committee.
 5. If a booking is canceled, the Guild pays the contracted facility fee if owed.

- G. Coffee and tea are supplied by the Guild; participants provide their own food.

IV. **Responsibilities** (in addition to those listed in the General Committee Information POP)

- A. Responsibilities of the Committee Chair and Assistant may be delegated to committee members with the following caveats:
 - 1. If the Committee Chair, Assistant, or a committee member is a current member of the Board of Directors, they may request the Board authorize them to sign any contracts referenced below.
 - 2. If there are no current Directors on the Program & Workshops Committee, all contracts must be signed by the President or Vice President.
- B. Responsibilities of the Committee Chair and Assistant
 - 1. Arrange for Program presenters and Workshop instructors. When possible, the Workshop instructor also presents a program.
 - 2. Negotiate, deliver, and retain copies of contracts and agreements on behalf of the guild with
 - a. Facilities and other resource providers, including for regular membership meetings.
 - b. Program presenters
 - c. Workshop instructors
 - 3. Use the Guild's established contract language, including provisions for cancellations.
 - 4. Participate in the budget planning process. Request approvals for budget increases, in advance, from the Board of Directors.
 - 5. Manage income and expenses of the committee based on the approved budget. Submit receipts and income to the Treasurer in a timely manner. This may include:
 - a. Income from workshops
 - b. Payment to facilities and other resource providers
 - c. Payment to presenters and instructors
 - d. Reimbursement for incidental office supplies needed for committee work.
 - e. Travel reimbursements at the business rate established yearly by the IRS and utilized for government contracted travel mileage (see irs.gov).
 - 6. Arrange resources as agreed for the presenter or instructor. This may include:
 - a. Copies of handouts
 - b. Equipment, display tables, etc.
 - c. Local transportation, housing, and meals. (See Workshop policy.)

- d. Meeting space
- 7. Provide descriptions of upcoming programs and workshops to the website and newsletter editors.
- 8. Oversee registrations and payments for workshops according to Workshop policy.
- 9. Submit an annual report to the President at year's end.
- 10. Maintain a notebook of detailed procedures, timelines, suggestions, job assignments, copies of letter and contracts, and/or any other information useful to future committee members.

Procedures

Detailed procedures, specific timelines, suggestions, job assignments and other significant information can be found in the committee notebook.