

Volunteer Role Description Vice President & Programs Chair

October 4, 2020

1. As Vice President, assume all duties of the Guild President when she/he cannot attend.
2. Identify and secure presenters for ten monthly programs for meetings – such as demonstrations, or critiques (of the works provided by the members). A good blend would be two or three critiques, with the remainder demonstrations.
3. Secure signed contracts from each program presenter with a short bio, and a description of their presentation.
4. Remind presenter at the beginning of their month's scheduled visit, of topic and date of meeting. Clarify time and location of meeting, and see what their needs are.
5. Coordinate with treasurer for the honorarium in an envelope for presenter.
6. Arrive early to set up room.
7. Introduce speaker/presenter/ program.
8. Care for proper storage of guild equipment used for the presentation
9. Start contacting possible future presenters whenever you find one. Send out contracts beginning of September. Have presenters' contracts, bio, and description by October. Write a short description of each program with the presenter's name and month and send it to person preparing CVWG Directory by December 1.
10. Coordinate with Webmaster to ensure timely notices on the website and in posts.