

PROGRAM COMMITTEE:

The Chairperson and Assistant Chair are elected positions, recruited by the Nominating Committee and/or the Board. Both of these people also serve on the Executive Board. The Program Committee Chairperson can recruit additional people to serve on the committee or recruit Subcommittees.

The primary responsibilities of the Program Committee are:

- Arrange for meeting space(s):
 - Meetings alternate the first Friday of each month (unless otherwise noted i.e. due to the Fiber Festival occurring the first weekend in Sept. that Friday is their set-up day, thus the Guild's Sept. meeting is often the second Friday) between:
 - First United Methodist church (or FUMC),
228 E. 4th St., Salida.
 - Congregational United Church of Christ (or CUCC),
217 Crossman Ave., Buena Vista
 - Reserve and fill out the Contract with each Church in May at the end of one season for the next season to assure reservation.
 - We pay \$25 for each 9 to 12 noon meeting date/time and you can request a check from the treasurer payable to each Church
 - There will be five meetings in one church and three meetings in the other alternating between Buena Vista and Salida
 - ❖ i.e. if one season ends in Buena Vista, than the next season begins in Salida and vice versa.
 - ❖ 8 total plus the Holiday Party planned by the Special Events Coordinator which is held at a site alternating between Salida and Buena Vista on the December meeting date.
 - Program Chairperson will use their own address on Contract as the HCFG does not have a physical address.
 - Confirm how you gain access to the different churches:

- FUMC, Salida contact Licia Iverson (719)539-2755
 - ❖ For Salida you usually pick up the key from the Church on or before the Thursday before the meeting and then leave the key on the floor next to the office door after you set the outer door to lock when you leave.
- CUCC, BV contact Nancy Best (719) 395-2544
 - ❖ Usually church is open by 9AM, but check.
- Plan a Program piece for most of the Guild's regular meetings (usually six Programs from Oct. to April as the Sept. meeting is for Summer Project Sharing as well as announcements from the Board and the Program Committee; the latter announcing the Programs, Workshops, and the Challenge for the season. The May meeting is for presentation of the Challenge projects completed by each member).
 - These Programs, Workshops, and the Challenge need to be tentatively planned so a Calendar of Events can be presented to the Board for approval at the June or July board meeting.
 - The Program Presenter is paid \$100 for a 30-45 minute presentation (this applies to members as well as non-members).
 - Based on the number of Programs the Treasurer will include a line item for each in the proposed Guild budget for the next fiscal year.
- Plan 1-4 Workshops per Season (costs of a non-local Presenter's travel, meals, lodging, and supplies should be factored into the Workshop fee so these are self-sustaining, i.e. fees are based on the number of attendees needed to reimburse the cost of the workshop and any extra monies will go to the Guild).
 - Sign-up sheet for each workshop usually offered 2-3 months before and payment is expected at sign-up.
 - HCFG Refund Policy for Workshops is:
 1. Refund given if the cancellation doesn't impact whether workshop will be held i.e. doesn't decrease participants below the minimum number for it to be held.

2. If there is a "Wait List" participant can sell their "slot" to next in line; or, if no "Wait List" participant finds replacement to sell their "slot" to.
 3. Refund given if it is a Medical/Family Emergency (this is at discretion of Program Chair/Co-Chair).
 4. No Refund unless #2 or #3 applies if cancellation is 2 weeks or less of workshop date (again this is at discretion of Program Chair/Co-Chair).
- Program Committee will make arrangements for any special (non-guild) guest Presenter: travel, lodging, and meals (if not local), plus payment, program details etc.
 - This special guest workshop Presenter will sign a contract with the details for reimbursement (Guild members giving workshops do not need to do this).
 - If Workshop Presenter does not have a set fee per student/workshop, than the Presenter is normally paid a fee of \$200 for the workshop plus travel expenses for non-local guest Presenter (i.e. gas, lodging, meals).
 - Often the Workshop Presenter is also the Program Presenter for the monthly meeting and the same \$100 reimbursement applies in addition to the Workshop fee.
 - Usually the Workshop is after a meeting, but if it is a 2-3 day workshop, it could be any time or day(s) that will work for most who will probably attend.
 - For a Workshop after a regular Guild meeting, a brown bag lunch suggestion may help to start the Workshop on time.
 - For Multi-day Workshops a Guild member may be willing to host the Presenter and participants help by signing up for meals or having pot-luck lunch(s) or dinner(s) to help keep costs down.
 - Program Chair, Co-Chair, or designee will take care of food issues for workshops or special events unless the committee in charge of that event is responsible.
 - Pictures of Workshops (or any Guild activity) should be submitted to our website manager(s) for posting:
 - Presently Gail Brooks, Manager:
gail@brookswebdesign.com
 - Or, Marjie Gray, back-up:
marjiegray2fish@gmail.com
- Write an article each month for the Guild's newsletter:

- Telling about the upcoming meeting with details about time, location, Program (if any), who is signed up for Refreshments for next two months, etc.
 - Announcing Workshops, Challenge, etc.
 - Any other pertinent Announcement, Information, or Request.
 - Submit to the Newsletter Editor about mid-month before the meeting or when (s)he asks for submissions.
 - Currently Carolyn Nelson is our Newsletter Editor and can be reached at: carolynels@gmail.com
- At the Guild Meeting, the Program Chair or Co-Chair will:
 - Announce upcoming Programs, Workshops, Challenge information, etc.
 - Oversee Sign-up's for Workshops.
 - Introduce Program Presenters and help them with any audio-visual needs, etc.
 - Thank the Beverage Committee and Refreshment providers, plus acknowledge any other individuals/subcommittees as appropriate.
 - Recruit people to bring refreshments to monthly Guild meeting:
 - Usually by passing around a Sign-Up sheet asking for two volunteers per meeting, their phone number and e-mail address (do this in May so prepared for next season).
 - Copies of the Sign-up sheet should be shared with the Program Co-Chair and whomever has volunteered to make the coffee/tea.
 - Program Chair will make announcement in the newsletter naming the members bringing refreshments for the next two months to remind them, and either the Chair or Co-chair or designee will also contact these members about 1-2 weeks before the meeting.
 - Proposed Program Subcommittees:
 - A Beverage Committee made up of two members each from Salida and Buena Vista who will arrive about 9AM to make coffee/hot water for tea (They will need the key for the FUMC in Salida and may be the ones to pick it up if

willing otherwise Chair/Co-chair or designee will pick it up & arrive at 9AM also).

- Bring and set out paper goods, utensils, cream, sugar, coffee, teabags all either purchased by Program Chair/Co-chair or the Beverage Committee (receipt turned in to Treasurer for reimbursement), if Subcommittee is willing otherwise the Chair/Co-chair or designee will bring these items at 9AM.
 - FUMC (Salida) has a 30 cup coffee pot we can use & the Guild has an electric teakettle for this site.
 - *They do not have space to store any Guild items.
 - CUCC has a 30 cup coffee pot and a Mr. Coffee-type pot for hot water.
 - *Guild Coffee can be stored, check with church secretary.
- Refreshment volunteers will set up and prepare their food and clean up after the meeting.
- Beverage Committee(s) will clean up coffee and water pots after the meeting.
- Usually several meeting attendees will help clean up the room after the meeting, disposing of waste in appropriate containers if anything left on the tables.
- Subcommittee to Set up meeting space:
 - Ask for two or more volunteers to come about 9:15AM
 - If no volunteers, the room set-up will NOT be changed.
 - If changing the tables/chairs arrangement, be sure to note how it was set up so it can be returned to the same configuration post meeting.
 - Be sure to lift tables and chairs and do not slide them on the floors.