

Duties of the TBQ Guild Workshop Chair

VOTING MEMBER OF THE EXECUTIVE COMMITTEE

The Workshop Chair:

- works closely with the Vice President who supplies to the Workshop Chair the following: instructor's name, workshop name and description, supply list and copy of the contract, typically 90 days prior to the workshop date
- maintains a sample of the workshop project or a copy of what will be taught
- announces at each general membership meeting upcoming workshops and shows samples of projects
- maintains a sign-up roster at the monthly general membership meeting with the necessary information, i.e., name and description of workshop (with samples if available), cost, time, and location
- gives Treasurer money collected for workshops after each meeting
- provides to Webmaster for posting on the website the following: name, description, cost, time, location, and supply list for the workshop
- notifies other local guilds if openings still exist prior to the workshop
- notifies the Webmaster for posting to the website if openings still exist prior to the workshop
- takes photos throughout the workshop for submission to the Webmaster
- obtains workshop instructor payment and Yavapai Clubhouse rent from the Treasurer at the general meeting prior to the workshop
- on the day of the workshop, arrives early to set up tables, chairs, and electrical at the clubhouse, and puts everything away at the end of the day
- gets lunch for the instructor on the day of the workshop
- submits to Treasurer a completed 'Request for Reimbursement' along with the receipt for the instructor's lunch expense
- delivers checks to the instructor and the Yavapai Hills Clubhouse on the day of the workshop and gets a receipt from the office to return to the Treasurer
- report on workshop attendance at the board meeting

- near year's end, contacts TBQ member who is a Yavapai Hills resident, to contract for use of the clubhouse for the new year
- provides a year-end report of activities, issues, concerns and suggestions to the President at the June board meeting

NOTES

1. A resident of Yavapai Hills must book the clubhouse. The cost is \$25. The 2017 contact was Carol Brownlow.
2. The clubhouse holds 20 students with machines, which is the normal class size teacher request. If machines are not needed, check with the teacher to see if more students can be included.
3. TBQ has irons and ironing pads in the clubhouse storage room where the tables are located.
4. The chair should keep a record of income and expenses for the year-end report to the President.