

Programme Secretary

This is a two year commitment.

During the first year you will be assisting the current programme secretary – covering if necessary and as arranged between you. The current PS will be dealing with the speakers for the year and organising and running any workshops they have arranged. (If you haven't attended a workshop before, it might be a good idea to take the role of Quilt Angel at one of the workshops.)

You will be contacting potential speakers and arranging the programme for the following year. Hopefully the current PS will meet with you early in the year to pass on any tips and helpful suggestions for speakers. The programme needs to be finalised by September/early October ready for printing.

For the AGM we try and have an 'in-house' speaker (to fit in with all the timings of AGM business) and December is the Christmas Party, when we aim to have an interesting activity of some sort. It can be difficult to get a speaker, who is not fairly local, to travel during the winter months and we have often organised these meetings with a local speaker or a Suitcase Collection. We try to have several workshops through the year and you will need to arrange the venue and run these.

Forms will need updating with your details.

In your second year as PS you will be looking after the speakers and workshops – see separate notes below.

Notes re Speakers

Contact the speaker a couple of weeks before the meeting to confirm time of arrival/whether they need to be picked up, what equipment they need/will be bringing, etc. Also tell them about the microphone and advise them re what will be suitable clothing to wear to attach it to them. If they are coming a long distance, you might check whether they will have time to eat or whether they would like something provided. (I have usually offered a meal to anyone staying with me overnight but, otherwise, most people make their own arrangements – they do appreciate being asked though.) If they are running a workshop too, then they will almost certainly need a meal and an opportunity to freshen up – either with you or someone you arrange to do this. You will have established in advance whether they need accommodation or not – this can either be in the home of a member, which you will need to organise, or we currently offer £40 as a contribution to a hotel. If they are staying overnight with a member then a contribution of £30 will be given to the member.

Inform the Meeting Room Co-ordinators of the speaker's requirements (microphone, projector, quilt stand, tables etc.) and ensure they will be bringing them.

Let the treasurer know in advance what the fee/expenses will be so that she can bring a cheque. If the speaker can provide an invoice, so much the better.

Let the Chair have some information about the speaker at least 10 days in advance so that she can introduce them.

Be there to meet the speaker and arrange assistance with carrying things to the hall. (Arrival time should not be before 6:45pm as official access to the hall is 7:00pm.)

Provide a glass of water and remember to get tea/coffee after the talk (the speaker will be gasping and will be talking to members).

Either thank the speaker yourself or remember to ask a member to do so.

Make sure that the speaker has help, if required, in packing up etc. and is not abandoned.

Thank the speaker asap by a card/note or at least an email.

Notes for Running Workshops

Check with Teacher in advance as to the maximum number they prefer – usually around a maximum of 14 depending on venue.

Ask the tutor (in advance) if they have any objection to members visiting in the afternoon (as we are trying to encourage people who are ‘afraid’ of workshops to start attending).

Remember to send out requirements list before the workshop in plenty of time for attendees to obtain what is required. Also remind members to bring a packed lunch and to wear their name badges.

Arrange for a ‘quilt angel’ to be at the workshop, unless you intend to do it yourself. They do not pay for the workshop as they are there to assist the teacher, make and clear teas and coffees and assist anyone needing help and, most of all, help set up and clear away the room.

Make sure Teacher knows where to go and advise on parking facilities.

Be there in advance to open up/help unload/set up tables etc.

Take the refreshments (tea/coffee/biscuits) – usually get the box from Refreshments Co-ordinator. If difficult, then buy supplies (remembering receipt) and they can be added to the box. Remember to buy milk. It's a good idea to have some tea towels, black bags and small bins in case they're not supplied at the venue.

Lunch for the Teacher. Either provide a packed lunch, or make sure someone else is going to do so. It is a good idea to tell her in advance that you will do so and also to check her likes/dislikes.

If appropriate, take iron(s) and ironing board(s), possibly parchment paper and anything else you think appropriate.

The teacher will almost always be our speaker too – please send a thank you card/note or a thank you email at the very least. If the workshop happens to be the same day as an evening talk, please offer hospitality in between as there is not a lot of time and the speaker will need feeding. This doesn't have to be you but you will need to organise it – someone attending both activities might be happy to take this on.