

Programming Director

As a member of The Guild's Board of Directors, the Programming Director is responsible for planning the programming portion of Guild meetings.

Responsibilities:

- Fulfills the general responsibilities defined for a member of The Guild's Board of Directors.
- Presents a proposed annual budget for technology to the Finance Committee in the fourth quarter of each fiscal year.
- Responsible for sourcing and hiring teachers and speakers or planning activities for monthly Guild meetings.
- Creates written contracts for all teachers and speakers.
- Sources and schedules dyers, yarn shops, and other fiber related businesses for pre-meeting trunk shows.
- Creates or sources marketing materials for meetings including pictures, bios, and programming descriptions.
- Works with the Marketing Director and Technology Director to promote meetings via the website and social media.
- Provides meeting information for the monthly newsletter.
- Completes appropriate invoice payment forms assuring speakers are paid within 30 days of their presentation.
- Works with the Technology Director to soundcheck teachers/speakers and ensures we have the appropriate technology for meetings.
- May also work with fellow board members to create non-meeting programming such as workshops.
- Partners with fellow directors to support their contributions to the Guild community.
- Keeps detailed records of all expenditures according to approved financial policies and remains within the budget approved by the Board.
- Communicates details of activities to the Board of Directors and Guild Membership as it may require.