

TH&SG 1st Vice President Job Description

1st Vice President shall act in the President or Co-President's absence and shall be the chairperson of the program committee.

Proposed By-Law Change Adds: and is the Administrator of the Continuing Education Program.

Duties:

1. Assist the President as needed
2. Attend all board meetings and general meetings as much as possible
3. Chair the program committee
 - a. Solicit and appoint members of the Program committee
 - b. Work with the Workshop Chair for programs from out of town instructors
 - c. Programs: VP duty to arrange room as needed for these programs
 - i. September –“What I Did Over the Summer” – basically Show and Tell, no special room arrangement.
 - ii. October- Study Group Presentations or Guild Treasures – tables for study groups and grid walls and tables as needed for exhibits by Guild Treasures. Committee people to do interviews and arrange exhibits
 - iii. December-Pot-Luck Lunch – Christmas entertainment or social time. Room arranged for lunch tables
 - iv. May – Stash Sale: Lots of tables separated for individual sellers. Guild pack rat sale usually at front of room on a number of tables
 - v. Need to arrange programs for November, January, February, March and April working with Workshop Chair, suggestions from board, guild members, etc.
4. Set up room for speakers: projector, tables, any other equipment as needed. Introduce speaker, assist as needed and give speaker a check for the speaker fee. (Check arranged in advance from Guild Treasurer).
5. Send descriptions of all programs to the newsletter, website and Weekly Update
6. Continuing Education Funds:
 - a. Evaluate Member's application for Education Funds. If appropriate (member in good standing, member at least one year and no previous grants for past three years) approve grant.
 - b. Notify member and post grant in the newsletter. Only one grant per workshop – that is, do not give grants to several members taking the same workshop.
 - c. Notify Treasurer to issue check in the amount of the grant.
 - d. Track each member who receives a grant for their obligation (payback) to the Guild. This can be a Show and Share to include a display of what they did in the workshop or a presentation at a General Meeting, an Evening meeting or to the appropriate Study Group. Each member given a grant should fill out an evaluation form of the workshop they attended.
 - e. Keep these records according to the Fiscal Year – July to June. When records passed to New 1st VP, give information on grants outstanding and obligations not met yet.