### Chapter Program Chair

This position is an elected position to the TQG, Inc. Chapter Board.

DESCRIPTION

The Chapter Program Chair coordinates local quilting teachers, lecturers, and workshops for the guild.

DUTIES.

The Chapter Program Chair has familiarity with all of the following: TQG, Inc. Constitution, By-Laws, Policies and Procedures, internal controls, & this job description.

The Chapter Program Chair attends all TQG, Inc. Chapter Board Meetings. If attendance is not possible, the Chapter Program Chair must notify the Coordinator prior to the meeting and provide a knowledgeable substitute or a written report of prior month’s activities if appropriate.

The Chapter Program Chair obtains and maintains information about quilting teachers, lecturers, workshops, and other pertinent programs which would be of interest to the Guild. All data should be dated upon receipt and maintained in a binder which is transferred to the incoming Chapter Program Chair. It is understood the Chapter Program Chair will be booking only for her term of office.

The Chapter Program Chair coordinates programs with the Second Vice-President.

It has become practice for the Chapter Program Chair to provide programs using the local talent and predominately TQG members. The Executive Board Second Vice-President is primarily responsible for providing four programs a year with teachers/speakers of “national renown.”

It has become practice for the Chapter Program Chair to schedule a “Garage Sale” of sorts as the chapter’s program for the month of July. This allows time for the newly appointed Chapter Program Chair to programs for the following months.

It has become practice for the Chapter Program Chair to schedule a holiday party for the month of December. Members bring “goodies” to eat. Community Service projects that can be completed during the meeting are the focus.

After the Chapter Board’s approval of workshop/lecture, the Chapter Program Chair notifies the newsletter and website of the schedule for publication.

The Chapter Program Chair should maintain a notebook of past workshops, lecturers, and teachers with the dates they presented to the Chapter.

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

TQG is not exempt from Virginia Sales Tax.