

JOB DESCRIPTION  
Workshop Chair, Capital Calligraphers  
2010/11

1. Assess guild members' workshop needs and interests.
2. Contact instructors and negotiate terms, student limit, and fees. Write up a contract and obtain instructor's signature for each workshop.
3. Make arrangements for workshop location and room set-up. Arrange for any refreshments; arrange for lunch for the instructor.
4. Set workshop fees so that workshops break even. Costs include instructor fees, travel (airfare, parking, baggage fees, etc.) meals, and lodging or hospitality costs; room rent; flier copies; miscellaneous supplies. Instructor mileage is reimbursed at the Federal per diem rate.
5. Develop fliers and advertise workshops: place notice in newsletter and on website; email information and fliers to members and other guilds; take fliers to guild meetings, art venues, and art businesses.
6. Handle registrations. Keep a list of attendees' names with phone and email addresses. Confirm registration with attendees. Update attendees on supply list changes. Turn checks over to the treasurer.
7. If the workshop instructor is not local, arrange accommodation, and pick up from and return to airport/train station, or provide driving instructions.
8. Coordinate instructor payment with treasurer. Instructors are paid directly after the workshop. Provide the treasurer with the original contract, receipts, and attendee list.
9. Attend board meetings and keep board informed of workshop planning.

JOB DESCRIPTION  
Program Chair, Capital Calligraphers  
2010/11

1. Assess guild members' program needs and interests.
2. Arrange for a program each meeting. Exception: May (plant sale & silent auction fund raiser).
3. Email members a reminder about a week before each meeting listing supplies they need to bring or any costs.
4. At the meeting, introduce and thank the presenter.
5. Coordinate presenter honorarium and reimbursement with the treasurer. The program presenter honorarium is \$50. Supply costs are also reimbursed. Presenter mileage is reimbursed at the Federal per diem rate.
6. Attend board meetings and keep board informed of program planning.