

Vice President-Programming

Overall Duties

- arrange/plan/develop/execute monthly programs
- arrange/plan/develop/oversee Visiting Artist (frequency to be determined)

General Information

- member of the Board of Officers and of the Board of Directors
- length of term is two years; may run for a second term if desired
- email address: vpprogramming@loosebeadsociety.org

Common Duties and Procedures

- Attend board meetings and member meetings.
- Promote society by writing articles about your committee's events and activities for use on website.
- Promote your committee's meetings, events, and activities to the general membership by submitting information to the Website Coordinator and the Communications Coordinator.
- Track volunteer hours of members (including self) for all meetings, events, and activities that she/he is the lead of. Submit lists of names and hours to the Secretary on a monthly basis.
- Submit timely Revenue and Expenditure forms to Treasurer for all revenues and expenditures associated with your position and/or committee.
- Save copies of paperwork (either hardcopy or electronic) associated with your committee's meetings, events, and activities to be passed along to the next person in your position.

Overall

The VP-Programming will lead a committee for the purpose of providing 12 monthly programs to the membership. The committee's meetings will be arranged, communicated, and lead by the VP-Programming at their discretion.

In general, the committee creates an annual slate of programs with a mix of single presenters/topics, panel presentations, hands-on presentations, and other. The committee creates a list of "Table Talk" topics.

The committee is required to stay within their budget parameters and to utilize the treasurer's forms for payment/repayment of monies spent. The Society's master calendar should be considered for recommendations that may be in addition to the usual program meeting dates.

Meeting Dates

The meetings are generally held the third Monday of each month (the President sets the dates during the preceding August). Generally, it is not recommended to change these dates once set, but the Board may approve a change under the right circumstances and with plenty of notice and communication to the membership at large.

June's meeting is held the Monday immediately following the Bead&Button Show to take advantage of special presenters in town due to the event.

Program Mix

A successful programming year is usually comprised of

- Single presenters/topics (with a balance of demonstrations and lectures)
- Panel Presentations (also may be discussion or "round robin" demonstrations)
- Hands-on Presentations
- Other (i.e. off-site trips to museums/exhibitions, special presentations, etc.)

Table Talk

The programming committee chooses the focus for periodic Table Talks and ensures the set up of the Table Talk presentation.

Booking Presenters

Arrangements can be made by phone/email/in-person, but should be followed up with a written confirmation, either emailed or sent USPS, formalizing the date, time, location, logistics of the meeting (you will have 1.5 hours to present, etc.), room set-up, remuneration, mileage compensation, etc.

Visiting Artists

Visiting Artists or other special presenters require more notice and should be arranged and booked for the year following the committee's planning year.

The Society would like to host at least one nationally known speaker per year (August is an awesome month for this, considering the Bead Retreat in March and our other offerings).

June's special meeting date immediately following the Bead&Button Show provides a great opportunity for "heavy hitter" presenters (i.e. Beadalon, Swarovski) who are in town especially for the Show.

Remuneration

- Presenters are offered a stipend.

- Increases may be offered as per keeping within the Programming annual budget and/or for special speakers/events.
- Panel presentations by members are not offered remuneration.
- Presenters are offered a set amount for their travel mileage in keeping with government allowed amounts.

Contracts

- Contracts are unnecessary for local/regional talent
- Contracts are necessary for rock-star talent and/or multi-day events
- A contract can be adapted from the one used by the Special Events committee.

Room Arrangements

Room and seating arrangements can be coordinated with the speaker/theme ahead of time. However the following set-ups are generally used. Tables are also allotted for Table Talk photography and display, and Shameless Self Promotion. (Note: Diagrams should be drawn and added to this OG and for use of the committee's set-up crew):

Single speaker/presentation: Face forward, theater-style chairs with center aisle

Panel speakers: Face forward with several head tables, theater-style chairs with center aisle

Break-outs/Multi-person demonstrations: 4-6 presentation tables at the room perimeter with mini audiences of 10-20 chairs surrounding each

Hands-on demonstrations: 7-8 U-shaped table arrangements where the table captain demonstrates from inside and 10 or so members sit around the outside

Set-up Crew (note: A set-up crew has not been formally established)

There are xx tables and xx chairs for our use stored in the Community Room's main closet.

A few additional tables are available in a smaller closet and can be accessed via library personnel.

A set-up crew should arrive at the library by 5:30pm to arrange the tables and chairs for the night's program.

Take-down

Chairs and tables are returned and the room re-set as found by the members in attendance.

Time Allotments

Programs are typically kept to 1½ hours, however, the months of September (presentation of candidates) and October (elections and annual financial report) are generally shorter due to overall Board business. Some years may also call for a shortened meeting due to visioning/strategic planning involving the membership.

Traveling Meetings

Meetings held off-site (or in a venue other than the pre-arranged community room at the NBPL)

Communications

The VP-Programming (or a designee) is responsible for communicating the nature of upcoming programs to the membership and for reporting on programs that have been held.

- The Website Coordinator should be informed of programs well in advance of the meetings to ensure the topic for each program and Table Talk theme is posted on the web page and on Facebook.
- Content for Eblast reminders to members should be communicated to the Communications Coordinator.
- Articles reporting the events of past meeting should be written and submitted to the website coordinator.