

MANASOTA WEAVERS GUILD

JOB DESCRIPTION

POSITION: Program Chairperson

REPORTS TO: MWG Board in an appointed capacity

RESPONSIBILITIES:

- Develop a schedule for monthly guild meeting programs
- Present your plan to the Board at the beginning of the year with a proposed budget
- Arrange with each presenter regarding the time and length of their presentation
- Greet them upon arrival and assist with setup
- Introduce them at the meeting and give a short bio.
- For those that are paid present that at the completion of the program with a thank you card.
- Assist with organizing/packing equipment

Updated 2/23