

Friendship Knot Quilters' Guild
Education Committee
Responsibilities of 2nd Vice President

- Responsible for monthly meeting programs for June, July, August, September, October and December
- Responsible for set up of auditorium for all monthly meetings

1) Plan programs for 'off season' months

a) Repeat programs from previous years [i.e. December is always the holiday dinner and program] or develop new ideas from member suggestions or own knowledge

b) Plan programs, schedule and make all necessary preparations

c) Promote programs to membership through newsletter and presentations in guild meetings

2) Contact church each month to arrange needed meeting room set-up specific to the month's program

3) Keep detailed notes for successor

September 2014