

2nd Vice President

The 2nd Vice President is an elected member of the Executive Board

- ❖ Plan and schedule three professional workshop/lecture/trunk shows per year. In the event 4 workshops are planned (budget permitting) coordinate scheduling with the 1st Vice President. Workshops are generally held, January, April and September.
Seek out qualified instructors well in advance to teach various workshops from September to June; keep in mind that the chosen workshops should provide variety, or enhance skills, or try a new technique, or what's trending, or anything you believe might meet the interests of Guild members
 - Get approval from Executive Board for proposed instructors/topic
 - Maintains list of past speakers to eliminate redundancy in topics or speakers
- ❖ Coordinates the entire event including but not limited to getting needed equipment to location of workshop, provide supply list to attendees, etc.
 - Obtain and provide copies of signed contract for each workshop and give copy to Treasurer
 - Maintain list of attendees and payment for each workshop
 - Determines availability and schedules location of workshop
 - Collects payment for workshop and coordinates payments with Treasurer
 - Reaches out to other guilds if class is not full 30 days prior to event
- ❖ Tracks and limits costs of programs to allotted budget
- ❖ Coordinates all travel requirements for instructor including reservations at hotel, meals, etc.
 - Request and arrange payment for instructor on day of workshop from Treasurer
- ❖ Inform membership, Newsletter and Publicity chairpersons about upcoming events in a timely manner.