

PPWG 1st Vice President

(Revised April, 2019)

The First Vice President is responsible for monthly programs and assumes responsibilities of the President when needed.

Serves on the PPWG Board

Term of office is normally one year and may be asked to serve one or more consecutive years.

Responsibilities

- Act for the President in case of absence or inability of the President to serve.
- Communicate with the president, 2nd VP and board as required to fulfill 1st VP duties.
- Review and approve the budget provided by the 2nd VP before provided to Treasurer for next year budget.
- Refer ideas for programs to the 2nd VP for consideration.
- Backup for the planning effort for the next Guild year, September – May
 - Contract with individuals who will be presenting programs each month using the guild's standard contract to include a list of terms and conditions such as:
 - Fee
 - Date
 - Length of presentation
 - Travel arrangements
 - Any other negotiated conditions
 - Negotiate shared travel and expenses with businesses and other guilds that are sharing a presenter.
 - Coordinate with presenters for their equipment needs prior to the program.
 - Obtain each presenter's biography to include any available website or online reference material.
 - Obtain a program description from each presenter for publicity of their program.
 - If needed, find guild members to host out-of-town presenters for lodging, meals or entertainment.
- Coordinate with Major Workshop chairperson to use Workshop presenter as a program presenter for that month is possible.
- Set up for programs each month. Set up commonly includes:
 - Room set up.
 - Assist the presenter in bringing items into the building,

- Helping the presenter set up any displays.
- Computer, projector and screen set up.
- Packing and removing the presenter's items.
- Provide the treasurer with the amount and payee for program presenter so the treasurer can write the check at conclusion of the program.
- Introduce the presenter to the guild or request that someone more familiar with the presenter's background do so.
- Act as host/hostess to the presenter on the day of the program and manage the flow and time of the presentation.
- Provide VP write-up to PPWG newsletter editor by the 20th of each month. This write-up should include a description of the upcoming month's program, any VP announcements, and a review of upcoming programs.
- Act as coordinator for all Mini Workshops sponsored by the Guild.
 - Use the guild's standard contract to document final negotiations with all mini workshop presenters. The contract with each presenter should include but are not limited to the following:
 - Equipment needs
 - Presenter fees
 - Length of mini-workshop
 - Date
 - Time
 - Travel arrangements
 - Material costs
 - Location
 - Workshop maximum size
 - Deadline date by which the minimum number of participants will be signed up or the mini workshop will be cancelled. One determining factor which can determine a cancellation is the date the presenter must make travel arrangements which the guild will be responsible for.
 - Calculate the minimum number of participants required for the mini workshop to break even. This number should be at least two participants below the maximum number set by the presenter.
 - Set the price for the mini workshop which is normally done with the major workshop coordinator. The price should be the estimated cost of the mini workshop divided by the minimum number insuring the mini workshop breaks even financially.
 - Advertise mini workshop in PPWG newsletter and other guild newsletters.
 - Collect mini workshop fees and forward fees to the treasurer.

- In the case of a PPWG member planning the mini workshop serve as board point of contact.
 - Provide the treasurer with the amount and payee for workshop presenter so the treasurer can write the check for the presenter at the conclusion of the mini workshop.
- Purchase, and present a gift to the outgoing President at the May meeting after previous discussion with the Board as to an appropriate gift.