



## MEETING COORDINATOR

The Meeting Coordinator works under the direction of the President and/or Vice President and in consultation with the Events Coordinator.

The Meeting Coordinator is responsible for:

- ❖ Working with the President and/or the Vice President and the Meeting Co-ordinator to develop and maintain the Calendar for the General Meetings for the coming year, including uploading information for the meetings to the website
- ❖ Sourcing and securing Guest Speakers for the monthly meetings to include:
  - Negotiating dates, fees, travel costs, bookings, etc
  - Liaising with Guest Speakers re. requirements, timing etc
  - Welcoming Guest Speakers at the door on the day, and looking after them during their visit
  - Introducing and thanking the Guest Speaker at the Meetings
  - Ensuring all property (quilts etc) is secured, and organizing showing of such items to the Members as required by the Speaker
  - Organising lunch for Guest Speakers as necessary
- ❖ Sourcing and organising Traders for monthly meetings to include:
  - Booking Traders, and liaising with them re. time of arrival/requirements (tables) etc
  - Meeting and greeting on arrival
  - Being responsible for them during the Meeting re. any help they require, tea/coffee, lunch etc.
  - Organising a raffle prize/donation from them for the Group as their fee where possible

- ❖ Working with the President and/or Vice President and the Events Coordinator to organise mini-Workshops during the Calendar year
  - Booking tutors and liaising with them regarding their requirements
  - Preparing any flyers/instruction sheets that may be necessary
  - Liaising with the Treasurer to organise payment to the tutors
  - Taking bookings for the workshops as necessary
  
- ❖ Working with the President and/or Vice President and the Events Coordinator to organise at least one Annual Challenge (the Summer Challenge) and various projects such as BOMS, swaps etc for the Meetings
  - Uploading the information to the Website under Projects as necessary
  - Providing the information to the Newsletter Editor for publication in the monthly Newsletter
  
- ❖ With the Events Coordinator, maintaining the Bulletin Board at the monthly meetings, ensuring flyers and information re Guest Speakers, Events, Mini-workshops, etc are displayed on the Notice Board
  
- ❖ Working with the President and/or Vice President and the Contemporary Group Coordinator to plan the Diary for the Contemporary Group
  
- ❖ All Advertising to the Members in connection with Guest Speakers, traders and mini workshops, to include:
  - Sending details on a monthly basis to the Newsletter Editor
  - Preparing flyers to advertise the events at the General Meetings and in the Newsletter and on the Notice Board
  - Uploading information onto the website
  
- ❖ Assisting the Event Coordinator to collect money for Events from Members at the General Meetings as required
  
- ❖ Website: The Meeting Coordinator is responsible for:
  - Entering Guest Speakers, Traders, flyers and mini workshops onto the website under Events and ensuring the monthly calendar is up to date
  - Updating details of participants of mini workshops
  - Adding Speakers etc to "Useful Links"