



Piedmont Pastel Society

Program Chair Role Description

Name of Role: Program Chairperson

Purpose of Role: To plan, promote, and provide workshops and programs for Piedmont Pastel society.

Tenure of Role: 1 year

Approximate Monthly Time Commitment: This varies depending on when the workshops are planned. Around the time the workshop is to be held it could be 15-20 hours per month. Less time would be required in between workshops. At the beginning of the planning year, it could be up to 25 per month.

Key Responsibilities:

- Plan workshops and programs.
- Contact and hire workshop instructors.
- Manage contracts for these instructors.
- Secure a location for the workshop to be held as well as housing and travel for instructors.
- Plan for anything that is needed while the instructor is conducting the workshop.
- Coordinate with Hospitality Chairperson to be sure we have necessary snacks, lunch, etc., during the workshop.

- Coordinate closely with the Website Chairperson to get workshop and registration information on the website.
- Coordinate closely with the Publicity Chairperson to promote workshops and programs.
- Communicate with the Program Assistant to have all the necessary equipment in place on the day/s of the workshop.

Key Qualifications Needed:

- Computer skills
- The ability to work well with people and likes social events and planning them.
- Budgeting experience.
- Good organizational skills.

Training Needed: