Position	**Meeting Host -- volunteer job description,** **Ottawa Guild of Potters -- Workshops & Presentations Committee** (Prepared by Carolyn Ault March 2013)
Function	As a member of the Workshops & Presentations Committee; function as the host of the monthly Guild meetings.
Requirements	Two or more persons to share the responsibilities of this position: to host 9 meetings per year (4 formal meetings with speakers; 4 informal/social; and the AGM in May); to ensure the meetings run smoothly; to liaise with any guest speaker/presenter; and to coordinate the informal meetings. Willing to take a chance.
Duties	basic duties of the meeting host: • Notify the membership via forum & newsletter of upcoming programs and provide meeting program information on the website (events) • Greeting members; handing out name tags; supervise the chairs/tables setup and cleanup; make sure the room is clean at the end of the meeting and lights turned off by 9:30pm. Informal/social programs (4 informal meetings): • The planning for the "informal/social meeting" programs has been completed: the 2014 program schedule (tentative), listed below, outlines some suggested programs that were successful in 2013; resource contact Cathy Payne, can provide the "how to" for these programs; • Coordinate the delivery of the "informal/social meeting" programs Speakers/presentations programs (4 meetings): • The Chair of Workshops & Presentations is responsible for coordinating the programming for the 4 formal meetings in: October; November; February & April. The meeting host is not responsible for, but may help in, procuring a speaker/presenter for these meetings. • Liaise with the speaker/presenter in advance of their presentation to ensure compatibility with the Guild's projection equipment, if equipment required; store the projector at your home for safe-keeping and ease of meeting with speakers; • Duties for formal meetings with speakers/ presentations may include: (the listed times are merely suggestions) o 6:45pm set up for speaker/presenter; may involve setting up the projector/screen and some tables for their presentation; o 8:00pm introduce the speaker; ensure the presentation begins and ends on time; o 9:00pm thank the speaker at the end of the presentation
Accountability	This position is directly accountable to the Chair of Workshops & Presentations and to the membership at large.
Term	One year -- up to a maximum of three years at one time.
Benefits	Excellent opportunity to meet with interesting speakers; get to know the membership (and they you); and work with a great team!
Approval & Review	This job description was approved by the Executive March 13, 2013. It is scheduled to be reviewed in April 2014

2014 Program Schedule (tentative)

The 2013 program was very successful; therefore we propose it again for 2014. Consult with Cathy Payne for any help and "how to".

September – 2014 Kick-off Event
Social/networking; fun (maybe a game – the one Kie told Jen D and me – maybe Jen could organize with Colette B? Introduce the calendar of events for the year. Make it a celebratory time -0- we're all coming back after the summer – we all want to talk and catch up.

October – Speaker/presentation
Or have Standards do a program (in preparation for the sale – really good to do for the novice vendors)

November – Speaker/presentation
This would be a good meeting to plan for as the Guild's annual open house (do an advertizing blitz at community potting schools etec in time for this meeting (approx 6 weeks advance planning)
An open house – doesn't preclude a speaker in fact something exciting would be ideal

December – Annual Potluck & Gift Exchange
Cathy Payne can provide the "how to".

January – Tips & Tricks
Same format as Jan 2013 – consult Cathy Payne for "how to"

February – Speaker/Presentation

March – Standards Committee
Prior to sale (make sure novice vendors attend)

April – Speaker/Presentation

May – AGM
The meeting format will be different from the general members' meetings: established by the Executive. Have a social component with food to celebrate the end of year (strawberry social?)