

**Kansas Capital Quilters Guild**  
**FIRST PROGRAM CHAIR (Current Year) Job Description**

1. Plans, organizes and implements programs and workshops with input from Guild Members for the current calendar year (January through December).
2. Contacts and schedules guest speakers and write thank-you notes to guest speakers.
3. Coordinates programs and activities with Second Program Chair as needed.
4. Maintains workshop equipment.
5. Send information about the first meeting of the month to the Capital-Journal for the “Clubs, Meetings” section in the Sunday paper.