

# **Embroiderers' Guild of Victoria**

## **Education Policy**

### **Policy:**

The Embroiderers' Guild of Victoria is a non-profit society dedicated to the encouragement and promotion of the knowledge and practice of the art of embroidery in all forms; to the achievement of a higher standard of workmanship and design; and, to the development of individuality and originality.

### **Responsibilities of The Education/Program Committee:**

1. To have a representative at all executive and evening meetings.
2. To determine members' interests for educational needs.
3. To ensure a variety of educational opportunities are offered to the membership annually.
4. To be responsible for the workshops of EGV. To prepare a budget for each workshop that is presented (prior to the workshop) to the executive for consideration. At the conclusion of the workshop to provide a financial statement to the executive.
5. To prepare an annual budget and annual report.
6. To develop any policies needed for the conduct of workshops.

### **Workshop Cancellation Policy:**

No refunds can be made unless written notice of cancellation is given before the cancellation date of the class / workshop.

There is an automatic default cancellation date of thirty (30) days prior to the start of any class/workshop. If a different cancellation date is required, the cancellation date will be specified and noted in the sign-up sheet and the EGV newsletter.

- If the Guild cancels the event, those registered will be refunded their full amount.
- If a participant cancels prior to the identified cancellation date, the executive and education committee will determine what refund is provided after considering any expenses already paid on behalf of that participant.
- If a member wishes to cancel after the cancellation date, no refund will be provided by the Guild, nor is the Guild responsible for finding a replacement. The member may choose to find an alternate in which case the two people will decide how the member is reimbursed for money already paid to the Guild.

See full job descriptions in policy documents for further details.

**Review:**

This policy shall be reviewed as required.

Amendments to this policy may be proposed by the executive and/or an appointed Policy Review Committee and adopted after being discussed and voted upon by the general membership.

**Approval:**

Established: June 2006. Revised; 2002, 2015. Reviewed 2019. Revised 2020.