

Embroiderers' Guild of Victoria

Position: Brownies and Guides Workshop Coordinator

- Set date
- Recruit adult volunteers starting in November for both Sidney and Victoria groups
- Organize supplies and projects for both Sidney and Victoria groups including: do registration, book room, arrange payment if necessary, plan projects, arrange for volunteers, prepare kits, prepare annual budget for upcoming year and submit to EGV Exec in February, organize pre-meeting with volunteers as needed to review expectations and project
- Write annual report and submit to EGV Vice President/delegate
- Attend EAC exec meetings as desired
- Send out notices and registration forms to the Brownies and Guides Local Area Supervisor so that she can send this information to the different local troops in early September
- Book Victoria location; Guide Hall in Sidney is booked by the Local Area Supervisor
- Send out confirmations to all of the registrants
- Complete income expense forms and submit along with any moneys to EGV Treasurer

Skills, Attributes:

- Passion for Embroidery
- Embroidery Skills – not necessarily advanced in all techniques, but enough to demonstrate to others
- Desire to learn – as you will learn techniques along with the group
- Like children
- Patience
- Imagination
- Organizational skills - Coordinating of people: who, where and when
- Time management skills
 - Meeting timelines
 - Booking locations
 - Sending out confirmations to all of the registrants
 - Collecting Class Volunteers in advance of the classes
- Computer skills