

Embroiderers' Guild of Victoria

Position: Day Chairperson

- Chair the day meetings
- Work as the liaison between the President, Executive and the day meeting, informing members of any communications with EAC
- Keep the day members up to date on the business of the EGV
- Preside over all voting on EGV matters and report the results to the Executive and evening meeting so results can be recorded
- Attend EGV executive meetings
- Ensure a report is prepared for the newsletter to inform members of the upcoming program
- Ensure that volunteers are in place for the coffee at each meeting and for the Socials