

Embroiderers' Guild of Victoria

Position: Education Chair

- Chair the Education Committee
- Chair the Bursary committee. Administer the Education Bursary by handing out application forms and arranging the Bursary Committee meeting to review the applications
- Determine member's interests for educational needs
- Organize workshops for the education of members
- Advertise the various educational programs and benefits within EGV and EAC
- Contact teachers
- Provide all teachers with a contract for employment
- Be responsible for the financial administration for workshops. This includes preparing a budget, collecting the fees, paying expenses and completing the EGV Events statement for each workshop. Monies are to be submitted to the Treasurer
- Maintain a list of possible locations for workshops
- Obtain a billet for out of town teachers
- Ensure all required transportation for the teacher is in place
- Provide for coffee breaks at workshops and ensure the teacher is provided with a lunch
- Provide a Workshop Evaluation form to each participant and compile summary for teacher and files
- Attend evening and executive meetings
- Prepare annual report

Time Line:

January: Education Bursary deadline February 28
April: Education Bursary recipient(s) announced
Begin preparation of required annual reports for the May/June newsletter.
September: Education Bursary deadline October 31
December: Education Bursary recipient(s) announced

Ongoing Tasks:

Advertising workshops in the newsletter
Researching possible workshop ideas