

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 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 a member wishes cancel after the cancellation date indicated for the class/workshop, the member is responsible to find a replacement or the class/workshop fee is forfeited

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