

EMBROIDERERS' GUILD OF VICTORIA

Job Description Policy

POLICY:

To set out the duties of each elected position and appointee positions as deemed necessary. The specific job descriptions shall be reviewed at least every two years.

RESPONSIBILITIES OF THOSE IN ELECTED AND APPOINTED POSITIONS:

Each person nominated for a position or willing to be an appointee must agree to carry out the duties as described in the job description. Once elected/appointed, failure to carry out said duties may result in their being removed from the position.

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: 2015