

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 a Bursary Committee meeting to review the applications. Bring the committee recommendations to the executive for their approval. Notify the treasurer and request a cheque for the recipient. Write a letter notifying the recipient of the bursary and include the cheque for the bursary.
- 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/ACB; include web sources
- 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. All budgeted events, including classes, must be approved by the executive before advertising such to the guild at large. Monies are to be submitted to the Treasurer, using the correct forms.
- 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 monthly guild and executive meetings
- Prepare annual report

Time Line:

December newsletter: Post reminder: Education Bursary deadline February 28

March meeting: Education Bursary recipient(s) announced
Begin preparation of required annual reports for the
May/June newsletter.

June newsletter: Education Bursary deadline October 31

November meeting: Education Bursary recipient(s) announced

Ongoing Tasks:

Advertising workshops in the newsletter and on guild website
Researching possible workshop ideas