

Workshops & Education Committee

1) **General duties for all standing committees:**

See "General Duties for All Standing Committees" document

2) **Workshops & Education Committee job description:**

- a) The Workshops and Education Committee chair will be selected by the **June** meeting for the following year.
- b) Compile and maintain a listing of possible teachers for workshops.
- c) Schedule individual workshops:
 - i) Arrange date, time and fee agreement with the teacher(s) and sign submit a contract.
 - ii) Arrange room rental for workshop and any special room arrangement needed.
 - iii) Take care of sign-ups for workshops as well as for service project committees.
 - iv) Communicate with chairs of Little Gems, NICU (Tiny Gems), Junior Gems and Special Events to set dates for workshops. Avoid scheduling workshops in months that Special Events are scheduled, August (quilt show), November (November to Remember), and December (holidays).
 - v) Schedule workshops to avoid other events on guild calendar, national holidays, and local events.
- d) Inform membership of workshop:
 - i) Provide newsletter article describing workshop, individual participant fee, and date, for newsletter chairman.
 - ii) Provide the corresponding secretary the date and location of events for listing in the newsletter calendar of events.
 - iii) Present information for planned workshops at monthly meetings.
 - iv) Collect member fees and distribute supply list.
 - v) Give the completed expense form for the facility rental to the treasurer who will mail the check to the facility.
 - vi) Turn in money received to the treasurer with a completed Income/Expense form at the meeting the monies are received or the first available opportunity if monies are received by mail.
 - vii) Secure check for the teacher from the treasurer.
- e) For the **Workshop Hostess:**
 - i) Hostess should arrive at site early to unlock door & set up room with electrical cords, etc.
 - ii) Greet the teacher.
 - iii) Introduce teacher to workshop participants.
 - iv) Take pictures and provide to website coordinator as appropriate.
 - v) Give check to teacher at end of workshop.
 - vi) Clean up room and pack up Gems equipment.
- f) After workshop:
 - i) Compile list of income & expenses for each workshop and provide to the president.
 - ii) Send "thank you" note to the teacher.
- g) Other duties:
 - i) Coordinate delivery of electrical cords, irons, ironing pads, and table service to other guild committees as needed. (They need to get this from you.)
 - ii) Workshop chairmen should maintain good communication with the Special Events chairman for scheduling purposes and sharing of supplies.