

BRUNSWICK QUILTERS

JOB DESCRIPTION

EDUCATION

The responsibilities of EDUCATION coordinator(s) for the Guild include the following:

- Attend and participate in Guild Board meetings on the first Tuesday of each month.
- Review and follow the budget line-item amount allotted for education resources. Expenses will include securing guest speakers, their lodging (if an overnight stay is required), mileage, car rental and/or airfare and meals for the speaker and any possible helpers they may bring.
- Secure speakers by doing a search engine of quilting instructors. The guild receives mailings from instructors; have the Guild secretary route this information to you. You can share information with neighboring Guilds and sometimes partner with them to share the costs of the visit. You can reduce costs by reaching out to speakers within a multi-state driving radius of the Guild.
- As of 2023, it was the Board's decision and the budget allowed for three (3) speakers. These visits need to be planned months in advance, remembering that November/December are abbreviated months with no room for scheduling speakers.
- Contact potential guest speakers by email or phone to determine if they are available for engagement. It is best if you give them a selection of dates available with our Guild to quickly get to the bottom line. If available, secure their fee schedule, determine if they plan an overnight stay, estimate mileage/travel expense and meals so you remain within budget. At this point, you should also be discussing the Workshop they will be presenting along with their trunk show. Keep in mind we have use of the church from approximately 9 a.m. to 3 p.m.; a 3-hour Workshop may be appropriate allowing for set up of tables and a brief break for lunch after the trunk show.
- Speakers typically provide their own contract requiring signatures by our Board President/Vice President. It is also wise to reiterate the contract DATE in any emails to them until their Contract is executed. Historically, these professionals are prepared to provide the Contract very quickly once a date and price are agreed upon. A fully executed Contract must be sent back to the speaker in a timely manner to secure the dates.
- Education coordinator(s) will remain point of contact with speaker from this point forward.

- Set up sign-up sheets at least two (2) months before Workshop for guild members to register. The room can comfortably hold about 25 students. (Some instructors will limit class size). As of 2023, the cost of the workshop for members is \$25.00; the Guild absorbs any additional cost. If a kit needs to be purchased for the class, members are to bring payment to the speaker on the day of the class.
- Broadcast the Workshop Preparation Instructions to members that are signed up. You can use the newsletter as a resource, a link should be made on the website for the event and/or you can create your own email thread for just the members that signed up by using the signup sheet to create the thread.
- About two weeks before the event, reach out to the speaker to confirm this engagement. We have assisted with help securing lodging; ask if they need help with recommendations. Most will want to make their own reservations as they have points programs, etc. They will notify you if they need special tables for the event or design boards for the Workshop. Secure a lunch order for the presenter/helper for the day of the event.
- On the day of the event, Education coordinator(s) will be responsible for preparing the room for the event. **TAKE PICTURES OF HOW THE ROOM IS SET UP BEFORE STARTING SETUP.** This includes opening the Church, setting up chairs or getting help with the room set up (ask, you will get help from members). Arrange for lunch delivery or ask a Guild member to pick lunch up (any out of pocket expenses will be reimbursed by the Guild treasurer with proper receipts).
- Education coordinator(s) will meet the Speakers(s) and assist with their set up needs. They typically will have told you in advance of their needs and will get set up on their own with their own supplies. Some may need a separate area for sales of products. You may want to offer some water for the presentation.
- Education coordinator(s) will introduce the guest speaker to the membership for the trunk show, thank them at the conclusion and then dismiss the general membership to prepare for the Workshop. Ten or twelve tables will need to be set up, accommodating 20-24 students based on the registration sheet.
- Education coordinator(s) are to keep track of the 3:00 p.m. closing time and prepare to have the Workshop completed by approximately 2:40 p.m. A gentle reminder to the speaker and membership may be appropriate to keep things moving.
- We are responsible for **putting the Church room back the way we found it when we came in** (check pictures), including trash removal and vacuuming of rug.
- The speaker will need to be paid. Many of them will send an invoice after the event (mileage and meals are still being computed until they return home). Confirm the invoice amount

with the original contract amount and submit a check request to the Guild Treasurer. Mail the check to the Speaker upon receipt. A follow-up thank you letter or email to the guest is a nice wrap up to the event.

- Submit any receipts incurred for meals, drinks, postage to the Treasurer for reimbursement.
- Report closing expenses and income to Board at meeting following the event. Watch that you do not exceed the budget line item amount for the year.

Membership Meetings

Education coordinator(s) will be responsible for keeping the membership informed of upcoming events/speakers, the dates, the trunk show theme and the workshop project. Try to show them pictures or post them to the newsletter and website. Constant reminders will increase participation!

If you come across anything of interest that is new or unusual, a technique or a tool you have found, bring it up! Give a demonstration or refer them to a video.

Meet the Quilters (last hosted 3.9.23)

Every three (3) years, Brunswick Quilters will be responsible for securing a guest speaker for the area Meet the Quilters event in Myrtle Beach (we last hosted 3.9.23). This is usually a big-name speaker and there is another budget line item for this special event. The upside of this is that we get the speaker to do a Workshop at our location the day before or the day after the MTQ event; the Workshop expense at our location would come out of our *education* budget. This speaker would have to be available to contract for two days in a row. The event is scheduled for the SECOND THURSDAY of MARCH.

Sometimes they may contract with another Guild and do a Workshop at their location as well. This just happened in 2023; in this case Brunswick Quilters was responsible for their own Workshop and they were responsible for the MTQ trunk show expense. The meals, lodging and travel were split two-thirds/one-third. The other Guild paid for one-third of the common expense and Brunswick paid for two-thirds—as we hosted the MTQ event and our own workshop. This actually SAVED Brunswick some money as the ancillary expenses were shared by the other guild.