

**BRUNSWICK
QUILTERS**
JOB
DESCRIPTION

EDUCATION CHAIR

The responsibilities of EDUCATION Chair for the Guild include the following:

The Education Chair will head the Education Committee and hold planning meetings at least twice a year.

1. **Attend and participate in Guild Board meetings on the first Tuesday of each month.**
2. **Review 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. Other expenses include materials needed for other programs. (i.e. copies) Any additional monies needed will need to be approved by the Board.
3. **Secure Visiting Speakers**

The number of speakers/presenters contracted shall be determined by the approved budget for that year, keeping in mind that speakers need to be contracted at least one year in advance. (The first year of the Chair's tenure should have already been contracted by the outgoing chair.) November/December are abbreviated months with no room for scheduling speakers.

Most speakers have their own contracts. Before accepting contracts, they must be presented to the board and the President's signature must be obtained. A copy of the executed copy is to be given to the Secretary and Treasurer.

Two months prior to the event, an announcement needs to be made to the general membership at the Business meeting, and a sign-up sheet made available. Payment of \$30 needs to be collected as well. Any additional information, such as preparations for the class, if there is a class, are to be made available on the website. Classes are normally limited to 20 participants.

On the day of the event, make sure the room is arranged per the instructions of the presenter and any additional materials requested are in place.

The presenter/speaker will provide receipts for expenses. A copy should be kept in the file, and a copy given to the Treasurer. The Treasurer is responsible for payment of fees and reimbursement of expenses.

4. Monthly Programs

Block of the Month – Each month a Guild Member demonstrates the construction of a particular Quilt Block. A sign-up list should be provided at the November Business meeting for volunteers for the months of January through October. A reminder call/email needs to be made the month prior to the demonstration. The list should show who and what block they want to demonstrate and will be uploaded to the Guild website. The blocks will be collected and raffled off at the next Business meeting.

Annual Challenge – The annual Challenge needs to be announced at the Christmas Party and rules uploaded to the website. Updates will be given monthly. The challenge will run from January to October; all completed projects will be turned in at the October Business meeting and voted on by the membership. The winner(s) will be announced at the Christmas Party.

5. Workshops

BQU (Brunswick Quilt University) is typically held in March as long as there are no speakers contracted. The number of classes, techniques, and educators needs to be determined at least two months prior to the event for sign-ups. A discussion with the Board of various possibilities is helpful, as well as a survey the prior November of the Membership. Classroom availability needs to be cleared with Christine (Church Secretary). Educators should provide samples and descriptions of class projects to display for sign-ups and posting on the website.

July Workshop – A sew day to be used for preparation for the Craft Fair. Can be Christmas themed (ex. Christmas in July). Various projects, patterns, materials will be provided. Members to be encouraged to bring materials from home to share. All items made will be turned over to the Craft Fair Coordinator. Sign-ups will be available two months prior to event.

6. Facility Responsibilities

The Education Chair shall be responsible for opening the hall on Program days, taking a photo of the set up of the room, arranging tables and other equipment as required, re-setting the room after the event is over, vacuuming and general clean-up.

7. Notebook

The Education Chair is responsible for the Education Notebook and any files, notes, meeting minutes, etc needed for the position. The Notebook should also include the current Guild By-laws and description of duties. The Notebook is to be given to the incoming Chairperson before the end of the year. In the event that the position remains vacant, the Notebook should be given to the President of the Guild.