

## EDUCATION DIRECTOR

*Section 6. Education Director. The Education Director shall preside over meetings of the membership and conduct the business of the guild in the absence of the President, Vice-President, and Program Director. The Education Director shall set goals to improve the quilting skills of the membership. Classes and demonstrations shall be scheduled each month in coordination with programs planned by the Program Director. The education Director shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. Commits to a 2-year term: Assistant Education Director to Education Director.
2. The Education Director votes as a board member. In his or her absence, the Assistant Education Director votes as the board member.
3. The Education Director may choose an advisory committee if desired.
4. The Education and Program Directors and Assistants work together to coordinate their program and education presentations as needed throughout the year. They also consult with the Treasurer concerning the budget allocations for program and education.
5. The Education Director organizes and coordinates speakers and activities for the Education Meeting. The education speakers are usually guild members, and their presentations are focused on improving the skills of our members. The Education Director should take advantage of member skills to offer a mix of activities, including demo and hands-on workshops to teach or reinforce skills. The activities should be chosen to appeal to a broad range of member ability and skill levels. The Education Director may from time to time provide workshops after the education meeting which may also include work on service projects.
6. There are normally 10 Education presentations during the year. The November meeting may be canceled or be a "Sit & Sew" if it is close to Thanksgiving. There is no Education meeting scheduled for December.
7. As soon as practical after the guild elections, the outgoing Education Director should meet with the incoming Director and Assistant Director to set priorities for the coming year and pass on all schedules, notes, contracts, etc., including education presentations considered but not used in the prior year.
8. The Education Director is responsible for keeping track of the guild irons and ironing boards and making them available for Program and Education workshops. The quilt racks, irons and ironing boards are located at the storage unit currently rented by MMQ.

9. The Education Director works with the Vice-President and Room Monitor regarding room set-up, AV equipment connection, and clean-up. The room must be returned to the same set-up as when they arrived, which may include vacuuming the room and emptying the trash.
10. The Education Director will ensure that presenters are reimbursed for expenses for copying, etc. Proof of purchase is required for reimbursement. Kits prepared by the presenter for a class or workshop should be purchased by those members taking the class.
11. The Education Director organizes/prepares one or two back-up Education Presentations in case of last-minute emergencies.
12. The Education Director stays in contact with the Newsletter Director, Vice-President, Webmaster and Membership/Communication Director, informing them of all education and related workshop information and changes in a timely manner.
13. Maintains constant communication with the Assistant Director, and trains the Assistant to move up to Director the next year.
14. The Education Director may conduct a survey of the membership to get ideas for future Education presentations that members are interested in having.
15. If there are sign-up sheets for future Education workshops, they need to be announced and circulated at the beginning of the meeting during "Announcements" so there is time for everyone to see. Also, have them available before, during and after the meeting.
16. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.