

Friendship Knot Quilters' Guild
Education Committee
Responsibilities of 1st Vice President

- Responsible for organization of Education Committee including selection of committee members and scheduling and leading all committee meetings
- Responsible, with committee input, for selection of guild programs for Nov., Jan., Feb., Mar., April & May meeting programs and classes
- Responsible for all arrangements relating to teacher visits and classes
- Responsible for arrangements with church for classroom room reservations
- Maintain Education Committee membership, schedule meetings periodically.
- Select teachers and classes
 - Request suggestions from guild members and committee through newsletter and meeting announcements
 - Prior to committee meeting send list of all suggestions to committee members so they can research on line prior to committee meeting
 - Following discussion select teachers, striving for a variety of quilting styles and techniques
 - Contact selected teachers to determine availability, complete contracts and forward signed contract to treasurer and Registrar
- Communicate with area guilds to share teacher information and coordinate sharing teachers to cut travel expenses
- Assist with roll-out of classes and registration at September meeting
 - Prepare list of all teachers and classes-send to registrar for printing and distribution
 - Secure supply lists (from teacher websites or via email communication)-send to registrar for printing and distribution
 - Assist registrar with registrations at September roll-out meeting
- Secure a member of the committee to complete all arrangements for each teacher's visit, including:
 - Coordinate travel and housing arrangements.
 - Prepare itinerary for each teacher detailing transportation, meals, class times, and student enrollment. Share itinerary with teacher as well as committee members
 - Coordinate with 2nd VP for meeting room set up and any required equipment for program
- Promote classes to membership through newsletter, meeting announcements and website, if class is not filled three months prior, contact teacher to request workshop samples for promotion of classes
- Prepare monthly article for newsletter with current information regarding all education programs and activities relating to Education Committee, including upcoming classes and class vacancies
- Attend scheduled Board meetings to review plans for upcoming program