

**KEMPENFELT QUILTERS' GUILD
JOB DESCRIPTION**

Position Title: Workshop Coordinator

Revised: May 2012

1. PURPOSE OF THE POSITION

The Workshop Coordinator plans and organizes classes and workshops for the Guild members, based on the needs and interests of the members.

2. PRIMARY RESPONSIBILITY

- Provide locations, teachers and equipment needed for classes.
- Publicize workshops to Guild members.
- Maintain the registration lists for each workshop.

3. SECONDARY RESPONSIBILITIES

- Host the workshop or class event.
- Keep a record of possible teachers and instructors.
- Survey the membership as to what workshops they would like.
- Be available at the workshops to provide any support needed.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.
- Assist with rotary blade sharpener as Guild fundraiser

4. FINANCIAL RESPONSIBILITIES

- The workshops are to be financially independent of the Guild. Fees are to be the capitol income from which expenses are paid.
- Maintain a record of income and expenses related to the workshop.
- Submit receipts and expense form to Treasurer for payment. Profit from the workshop is returned to the Guild.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Organized, knowledgeable, approachable
- Ability to promote classes and workshops.
- Energetic: some physical exertion; i.e., moving furniture and chairs.