

## Workshop Job Description

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### **PURPOSE OF THE POSITION**

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

### **Primary Responsibilities**

- Survey the membership as to what workshops they would like to see offered.
- Select workshop subjects.
- Organize and book facilities, teachers and equipment needed.
- Publicize workshops to Guild members through the newsletter and by speaking at the meetings.
- Attend the Guild meetings and register participants
- Collect workshop fees.
- Maintain the registration lists for each workshop.
- Send an information email to registrants with information about the supplies needed, lunch, etc.
- Host the workshop or event.
- Keep a record of possible teachers and instructors.
- Be available at the workshops to provide any support needed.
- Write an annual report of activities, one copy for incoming member(s), one to the President and one to the Secretary for the Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.
- One member to attend monthly Executive meeting; all are welcome.

### **Financial Responsibilities**

- The workshops are to be financially independent of the Guild. Fees are to be the capital income from which expenses are paid.
- Maintain a record of income and expenses related to the workshop.
- Request cheques for payment of facilities and speakers from the Treasurer.
- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form. Profit from the workshop is returned to the Guild.

### **Knowledge, Skills and Abilities Required**

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