

Workshop Chair

Term: 1 Year (renewable)
Reports to Director of Education

Table of Contents

Purpose	1
Yearly Duties (ongoing)	1
Monthly	2
Individual Workshop	2

Purpose

Over the course of the membership year (Sept-June), the Workshop Chair arranges for a number (typically 3-4) workshops for Guild members, taking into account the varied member interests and skill levels.

Yearly Duties (ongoing)

1. Solicit member input on workshop topics of interest
 - a. Provide a varied selection of topics at different skill levels (i.e. shaft loom, rigid heddle, band weaving, sewing handwovens, dyeing, computer loom usage and so on)
2. Recruit and schedule workshop instructors
 - a. Schedule a facility to hold the workshop
 - b. Coordinate with the Program Chair for the monthly program scheduling, to determine if the workshop chair should also be providing the monthly program talk.
 - c. Coordinate with other Guild activities to avoid conflicts (Guild Sale in November, Gathering of the Guilds in April, Retreat, Annual Meeting in June)
 - d. Determine workshop cost (see policies for specifics)
 - e. Draft a contract (see policies for specifics)
 - i. Get contract approved by Director of Education, Program Chair (if applicable) and President before sending to the instructor
 - ii. Negotiate any contract changes
 - f. Get the contract signed by the President and the instructor
3. Publicize the workshops via all Guild outlets and at the monthly meetings. Explore other outlets (neighboring guilds, ANWG, WEGO) if registration appears to be insufficient.
 - a. Update the Guild website with additional workshop information as it becomes available



Monthly

1. Submit any newsletter articles to the editor by the deadline (25th of the month).
2. Submit a report to the Director of Education.

Individual Workshop

1. Arrange transportation (to Portland and local) and housing for the instructor.
2. Determine the per participant workshop cost (see policies for specifics).
3. Accept registrations.
 - a. UNDER NO CIRCUMSTANCES accept registrations until the contract and location is finalized, and variable costs called out in the contract are estimated.
4. Communicate workshop info to participants.
 - a. Acknowledge their registration.
 - b. Serve as intermediary between the instructor and the participants.
 - c. Send reminder/followup mailings.
 - d. Address participant issues/concerns.
5. Get checks from Treasurer to pay the instructor and facility rental.
6. Pay the instructor and the facility.
7. Prior to the workshop, get the key and do any facility set-up required.
8. At the workshop
 - a. Collect any remaining fees from participants (usually just the materials fee)
 - b. Provide any equipment the instructor requested (it should be in the contract. By default, we provide whiteboard markers and eraser)
 - c. Assist the instructor as needed, or recruit an attendee to do so (might be fetching lunch, doing a copy store run, whatever)
9. After the workshop
 - a. Return any keys and do any cleanup required by the facility
 - b. Collect any left behind items
 - c. Gather participant feedback on the workshop, regarding both the instructor and the guild organization.
 - d. Collect any expense receipts from the instructor
 - e. Send all the instructor's variable cost receipts to the Treasurer for reimbursement. Follow up to ensure reimbursement.
 - f. Submit a final workshop financial report to the Director of Education.
 - g. If workshop instructor is paid, send a thank you email. If free or token payment, send a thank you note.
10. Notify the Director of Education of any issues or concerns that
 - a. may require intervention or action beyond the authority of the Workshop Chairperson, such as approving additional speaker expense reimbursements or modifying a contract,
 - b. that have an adverse impact on the workshop offering, such as unexpected loss of site or low enrollment that could mean cancelling the workshop, or
 - c. the Workshop Chair requires additional expertise or resources to resolve.

