

TH&SG Workshop Chair Job Description

The Workshop Chairperson is responsible for the workshops that are presented to the Guild each year.

The duties of the Workshop Chair:

1. Function is to arrange and manage workshops for the Guild with a committee of 3 to 5 Guild members
 - a. meet as needed
2. Keep books for each workshop and for general workshop funds
 - a. coordinate accounting with Treasurer
 - b. submit accounting report to Board as requested or needed
3. Maintain files for
 - a. each workshop
 - b. potential instructors
 - c. workshop forms
 - d. workshop locations
4. Arrange workshops (6-10 a year)
 - a. contact potential Instructors
 - b. negotiate schedule, costs, topics, class size, room requirements, etc.
 - c. ask about use of any hazardous or dangerous materials or equipment
 - d. locate appropriate space for workshop
 - e. calculate participant cost for workshop
 - f. get Instructor contract signed and locate housing
5. Manage workshop publicity
 - a. have displays, Workshop Flyers and registration materials at General and Evening Meetings
 - b. submit workshop information to Newsletter, website and Weekly Update (include photos if possible)
6. Manage workshop registrations
 - a. establish registration deadline and date for nonmember registration
 - b. at registration deadline decide if workshop needs to be cancelled
 - c. record registration fees in workshop books and deposit fees with Treasurer
7. Communicate with workshop participants
 - a. notify workshop participants when registration fee received
 - b. notify participants if workshop is cancelled
 - c. send participants directions to location, hours, supplies list and any special instructions from Instructor
8. Manage the workshop (Workshop Coordinator can be any committee member)
 - a. use the Workshop Setup Supplies Checklist to gather all supplies needed
 - b. at workshop
 - c. set up hospitality - coffee, water, etc;
 - d. have sign-in supplies, class lists, liability forms and materials fee supplies available
 - e. before class begins take lunch orders and collect materials fees
 - f. on last day hand out Evaluation Forms and give check to Instructor
9. Year End Activities
 - a. review Workshop Guidelines for Handbook and all forms for website each June/July
 - b. prepare Year End Financial Report and Budget for next fiscal year in May/June
 - c. provide Historian with Workshop Flyer for each workshop