

Prairie Star Quilters Guild
Position Description

Education Chair

Purpose:

The incumbent is responsible for presenting new activities, products, and publications concerning quilting to the membership at monthly meetings.

Term and Qualifications:

Elected for a one-year term. There is no limit on the number of terms.

Major Responsibilities:

1. Serves as a member of the Board of Directors and attends monthly Board meetings or submits a written report.
2. At monthly meetings, staffs an education table with educational topics or displays. Provides handouts as needed.
3. Provides an education column in the Guild newsletter. This column may contain a quilt book review, new product information, or other relevant educational information.
4. Develops and provides new ideas to further the education experience of Guild members.
5. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
9. Annually reviews position description and recommends changes as needed to the Board.