

Education (Program)

This is one of the four (4) chairmanships that are recommended for the second vice president if the chapter has one. The Education (Program) chair is in charge of bringing opportunities to chapter members for learning more about sewing and for increasing their sewing skills.

The Education (Program) chair and committee work with the Special Events chair and committee to present learning opportunities that meet the needs of chapter members. The Education (Program) chair and committee usually have the responsibility for the programs at monthly (or regular) chapter meetings. The division of duties between the Education (Program) chair and the Special Events chair is at the discretion of the CAB.

The responsibilities of the education (program) chair and committee include:

- Making recommendations to the CAB for the number and content of programs for the year, by using:
 - Input from members from member surveys
 - Input from the CAB
 - Programs designed around chapter members' talents and skills
- Planning each program:
 - Determining purpose of the program.
 - Preparing detailed cost estimate and recommending how costs will be met.
- Securing CAB approval of expenditures.
 - Locating and booking program presenters.
 - Making travel and hotel arrangements for presenters, if needed.
 - Finding and booking suitable locations.
 - Arranging for needed equipment, such as audio-visual equipment, flip charts, tables, etc.
 - Arranging for any supplies needed, such as tickets, sample kits, etc.
 - Preparing a publicity plan with the publicity chair for programs.
- Working with the rest of the CAB to produce the programs:
 - Keeping the chapter president and CAB informed regularly on the progress of the planning of all programs.
 - If paying an individual (such as the speaker or a caterer) \$600 or more, providing information needed by the treasurer to file Form 1099-MISC.
 - Providing the newsletter editor and publicity chair with written details of programs as soon as possible to allow maximum time for promoting them.
 - Working with the retail liaison chair to develop ways to involve local retailers in the programs, if appropriate.
- Evaluating the success of programs and determine final costs, profits, attendance figures, and suggestions for improvements. Report this information at the next CAB meeting and place the information in the files for future reference.
- Possibly conducting a survey of chapter members to determine their interests.

- Possibly planning educational hands-on sewing workshops and seminars, with the approval of the CAB.
- Possibly working on education of the chapter membership through newsletter articles, sewing hints, or other means, especially if not planning programs for chapter meetings.
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- Possibly working with groups in the community (for example, children, teens, school groups, adult non-sewers) to provide opportunities to learn sewing, especially if not planning regular chapter meeting programs and if the chapter does not have a family and consumer science liaison.

Excerpt from ASG National Policies & Procedures Manual, 08/2012 Version 3.1