

Ancillary Document 2.1.5.10

Job Description: CHAPTER EDUCATION CHAIR

1. Serves as a **member of the chapter board** (if the bylaws so provide).
2. **Receives education material** from Region Education Coordinator and acts as **chapter information source** on EGA educational programs, including:
 - 2.1. Annual EGA seminar
 - 2.2. International Embroidery Conference (triennial, just preceding annual seminar)
 - 2.3. Correspondence Courses
 - 2.4. Independent Study Courses
 - 2.5. Extended Study Programs
 - 2.6. EGA Certification Programs
 - 2.7. Master Craftsman Programs
 - 2.8. Challenge/Challenge with a Twist
 - 2.9. Fiber Forum
 - 2.10. Grants, Award, and Scholarship Opportunities
3. Sees that **copies of education material** received from the Region Education Coordinator and Headquarters are **made available** for all members of the chapter.
4. **Informs chapter members**, in meetings and newsletter, of all individual educational achievements.
5. Copes with the mechanics of **correspondence courses**, including choice, sign-up, costs, place and time.
6. If region policy, conveys to Region Education Coordinator completion of correspondence and independent study courses within the chapter.
7. **Contacts Region Education Coordinator** to solve problems concerning EGA education programs and relays suggestions or comments regarding programs.
8. **Monitors** all EGA national **educational programs and services** given in the chapter.
9. **Maintains a file** of material regarding region and EGA national educational programs.
10. **Instructs successor** and passes on all information pertaining to the office.