

Ancillary Document 2.3.1.5.4.13
Job Description: CHALLENGES COMMITTEE CHAIR

1. **Term of Office** – Three years concurrent with the Reporting Officer.
2. **Authority.**
 - 2.1. Reports to and works under the direction of the Administrator of Educational Programs.
 - 2.2. Chooses, in consultation with Administrator of Educational Programs and Director of Education, consultants and techniques for the following year for the *Challenge* and *Challenge with a Twist* programs.
3. **Governance.** Is familiar with job descriptions and necessary reporting forms.
4. **Challenge Consultants**
 - 4.1. Contacts the people chosen, prepares the teacher's contract and forwards to teacher for signature.
 - 4.2. Receives the signed contract from the teacher and forwards it to the Administrator of Educational Programs for review and transmittal to the President for signature.
5. **Program Promotion**
 - 5.1. Prepares an announcement about the coming year's programs for publication in the Education Catalog, and in *Needle Arts*.
 - 5.2. Meets established deadlines for issues of *Needle Arts* and the Education Catalog in order to promote the program. Submits appropriate articles for these publications to the Director of Education for approval and for submission to the Embroidery Editor or Education Catalog Chairman.
 - 5.3. Obtains photographs of works submitted to challengers for use in articles and education slide program.
 - 5.4. Reviews program information on EGA website quarterly or as needed; forwards updates and revisions to Director of Education (with copy to Reporting Officer) for approval and submission to EGA webmaster.
6. **Program Enrollees.** Prepares the necessary forms to be mailed from national Headquarters to those people who enroll in the program.
7. **Meetings/Functions at National Seminar.** Participates in Education Department functions and represents program at Teachers Showcase (which includes the former Education Forum) and other Education department functions at National Seminar, if possible.
8. **Correspondence/Reports**
 - 8.1. Submits written reports in a timely manner to the Administrator of Educational Programs.
 - 8.2. Sends copies of significant correspondence to Administrator of Educational Programs.
9. **Financial.**
 - 9.1. Submits an estimate of the coming year's expenses to the Administrator of Educational Programs.
 - 9.2. Forwards bills as incurred or quarterly to EGA Headquarters for reimbursement; copy to Administrator of Educational Programs.
10. **Public Relations.** Agrees to have name and email address published on the EGA website.

11. **Preparation for Unexpected Absence.** Has the Document/File Emergency Location Form on file at EGA headquarters (Ancillary Document 1.5.1.7, Document/File Emergency Location Form)
12. **Successor.** Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.