

**Ancillary Document 2.3.1.5.4.12**  
**Job Description: VIRTUAL LECTURE SERIES 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 Administers the Virtual Lecture Series guided by policies, procedures, and directives.
3. **Governance.** Is familiar with job descriptions and necessary reporting forms.
4. **Lecture Development.**
  - 4.1 Solicits proposal for lectures, either by direct contact with prospective speakers or by public advertisement.
  - 4.2 Maintains and updates prospective speaker information packets.
  - 4.3 Evaluates new lecture proposals with the Administrator of Educational Programs.
  - 4.4 Works with the speakers to achieve a quality lecture.
5. **Program Promotion.**
  - 5.1 ***Needle Arts, Education Catalog, Social Media and E-News***
    - 5.1.1 When asked to submit articles, meets established deadlines for issues of *Needle Arts*, the *Education Catalog*, and E-news in order to promote the program.
    - 5.1.2 Submits appropriate articles for these publications and other venues to the Director of Education for approval and for submission to the Electronic Media Coordinator, Embroidery Editor or Education Catalog Chair.
  - 5.2. **Website**
    - 5.2.1. Reviews program information on EGA website as needed
    - 5.2.2. Forwards announcements and updates to the Electronic Media Coordinator.
6. **Administration.**
  - 6.1 Speaker contracts:
    - 6.1.1. Prepares speaker’s contract for lecture and forwards it to the speaker for signature.
    - 6.1.2. Contract is approved and signed by the Administrator of Educational Programs, the Director of Education, and the EGA President.
    - 6.1.3 One copy of the signed contract is retained in files, one sent to Headquarters, and one returned to the teacher.
7. **Lecture** Moderates the online meeting platform during the lecture. Opens the meeting, admits participants, mutes participants and removes participants as needed.
8. **Meetings/Functions at National Seminar.**
  - a. 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.

- b. If unable to attend National Seminar, informs Administrator of Educational Programs and Director of Education.

**9. Reports/Correspondence/Files.**

- a. Sends copies of significant correspondence to the Administrator of Educational Programs and Director of Education.
- b. Submits monthly reports to the Director of Education.

**10. Financial.**

10.1 Assists in budgeting when requested.

10.2 Coordinates the payment of the lecture fee to the speaker for each lecture.

10.3 Forwards bills as incurred or quarterly to EGA Headquarters for reimbursement; copy to the Director of Education.

**11. Public Relations.** Agrees to have name and email address published on the EGA website.

**12. 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)

**13. Successor.** Forwards files in good order and prompt manner to successor accompanied by a report on current activities and needed follow-up action