

Ancillary Document 2.3.1.5.4.12
Job Description: GROUP CORRESPONDENCE COURSE 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 Group Correspondence Courses, guided by policies, procedures, and directives.
3. **Governance.** Is familiar with job descriptions and necessary reporting forms.
4. **Course Development.**
 - 4.1. Works with the GCC Development Assistant to contact prospective teachers and to find pilot stitchers.
 - 4.2. Maintains and updates GCC prospective teacher information packets.
 - 4.3. Evaluates new course proposals with the GCC Development Assistant and submits them to the Administrator of Educational Programs and the Director of Education for approval.
 - 4.4. Works with the GCC Development Assistant and teachers to achieve a quality course.
 - 4.5. Oversees the piloting process.
 - 4.6. Works with text editor both before and after piloting and works with teacher to make sure all necessary changes/corrections are implemented.
 - 4.7. Submits the final text to the Administrator of Educational Programs and, upon approval, maintains a file copy of the approved text.
5. **Course Review and Retirement.**
 - 5.1. Reviews courses annually, as deemed appropriate by group responses and evaluations.
 - 5.2. Arranges retirement of older courses with the approval of the Administrator of Educational Programs and the Director of Education; corresponds with teachers about voluntary retirement of courses.
 - 5.3. Prepares announcement of retiring courses for *Needle Arts* September issue.
6. **Program Promotion.**
 - 6.1. **Needle Arts and Education Catalog.**
 - 6.1.1. When asked to submit articles, meets established deadlines for issues of *Needle Arts* and the Education Catalog in order to promote the program.
 - 6.1.2. Submits appropriate articles for these publications to the Director of Education for approval and for submission to the Embroidery Editor or Education Catalog chair.
 - 6.2. **Course offerings.**
 - 6.2.1. Works the GCC assistant for EGA-sponsored courses through *Needle Arts*, recommending GCCs to be considered for their respective venues.
 - 6.2.2. The Director of Education, Administrator of Educational Programs and GCC Chair approve the final selections.
 - 6.3. **Website.**
 - 6.3.1. Reviews program information on EGA website quarterly or as needed.

- 6.3.2. Sends updates and revisions to Director of Education (with copy to Administrator of Educational Programs) for approval and submission to EGA's Electronic Media Coordinator.
7. **Administration.**
 - 7.1. **Teacher contracts.**
 - 7.1.1. Prepares teacher's contract for new courses and forwards them to the teacher for signature.
 - 7.1.2. Contract is approved and signed by the Administrator of Educational Programs, the Director of Education, and the EGA President.
 - 7.1.3. One copy of the signed contract is retained in files, one sent to Headquarters, and one returned to the teacher.
 - 7.2. **Bibliographies.** Sends bibliographies for new GCCs to EGA Headquarters.
 - 7.3. **Problem solving.** Attempts to resolve problems and complaints involving existing courses, acting as liaison with the teacher and in consultation with Administrator of Educational Programs where necessary.
 - 7.4. **Forms and supply lists.** Sends revised GCC Registration Forms and supply lists to Headquarters on an annual basis.
 8. **Exhibit.** Works with the Education Exhibit Chair in arranging exhibit projects at National Seminars and exhibits.
 9. **Functions/Meetings at National Seminars.**
 - 9.1. Participates in Education Department functions and represents education programs at Teachers Showcase (which includes the former Education Forum) and other Education department functions at National Seminar, if possible.
 - 9.2. If unable to attend National Seminar, informs Administrator of Educational Programs and Director of Education.
 10. **Reports/Correspondence/Files.**
 - 10.1. Sends copies of significant correspondence to the Administrator of Educational Programs, GCC Development Assistant, and Director of Education.
 - 10.2. Submits quarterly reports to the Administrator of Educational Programs.
 11. **Financial.**
 - 11.1. Assists in budgeting when requested.
 - 11.2. Forwards bills as incurred or quarterly to EGA Headquarters for reimbursement; copy to the Administrator of Educational Programs.
 12. **Public Relations.** Agrees to have name and email address published on the EGA website.
 13. **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)
 14. **Successor.** Forwards files in good order and prompt manner to successor accompanied by a report on current activities and needed follow-up action.