

### **Ancillary Document 2.3.1.5.4.7**

#### **Job Description: EXTENDED STUDY PROGRAM 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 Advancement.
  - 2.2. Consults with Administrator of Educational Advancement and Director of Education regarding cancelling of classes with insufficient enrollment.
3. **Governance.** Is familiar with job descriptions and necessary reporting forms.
4. **Program Promotion.**
  - 4.1. Meets established deadlines for issues of *Needle Arts* and the Education Catalog in order to promote the program.
  - 4.2. Submits appropriate articles for *Needle Arts* and the Education Catalog to the Director of Education for approval and for submission to the Embroidery Editor or Education Catalog chair.
  - 4.3. 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 Web Master.
  - 4.4. Reviews the EGA website monthly and updates as needed in regards to Extended Study Program information.
5. **Program Development.**
  - 5.1. Consults with the ESP Development Assistant to arrange programs yearly.
  - 5.2. Suggests teachers and classes to the Development Assistant who initiates and receives information for teachers and classes, which may include course descriptions, teachers' biographies, lists of materials, student supplies lists, and classroom needs.
  - 5.3. Programs may include hiring teachers for classes to be held in Louisville and seminars to be held at other institutions.
  - 5.4. With development assistant arranges length of each class or retreat and the number of teaching hours per day.
6. **Administration.**
  - 6.1. Class cost. Calculates costs for each class and sets minimum number of participants per class in consultation with Development Assistant and Administrator of Educational Advancement.
  - 6.2. Teacher contracts.
    - 6.2.1. Prepares the teacher's contract and forwards to the teacher for signature.
    - 6.2.2. Receives the signed contract from the teacher and forwards it to the Administrator of Educational Advancement for review and transmittal to the President for signature.
    - 6.2.3. Forwards copies of teachers' contracts and class information to Headquarters
  - 6.3. **Time schedule.** Develops a time schedule for each class, including lead times for cancellation of classes.

- 6.3.1. Classes held in Louisville. Notifies Director of Education prior to setting dates for classes so that the Registrar may arrange for students' and teachers' accommodations for classes to be held in Louisville.
- 6.3.2. Classes held at locations away from National Headquarters (with the exception of traveling retreats).
  - 6.3.2.1. Handles hotel accommodations and local arrangements for students.
  - 6.3.2.2. May designate a local coordinator.
  - 6.3.2.3. Sends course materials, reading lists, and information on receptions, transportation, and hotel accommodations to students.
  - 6.3.2.4. May appoint group liaison for the class.
  - 6.3.2.5. Arranges for payment of bills.
7. **Brochure.** Develops brochure for website and distribution. Brochure may be distributed at national seminar if timing is appropriate.
8. **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.
9. **Reports/Correspondence.** Prepares and files reports with Administrator of Educational Advancement in a timely manner. Sends copies of significant correspondence to Administrator of Educational Advancement.
10. **Financial.**
  - 10.1. Assists Administrator of Educational Advancement in preparing an annual budget.
  - 10.2. Forwards bills as incurred or quarterly to EGA Headquarters for reimbursement; copy to Administrator of Educational Advancement.
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.

NOTE: Other specifics are handled by Headquarters staff.