

Ancillary Document 2.3.1.5.4.9
Job Description: MASTER CRAFTSMAN COORDINATOR

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. Acts as liaison to the national Board through the Administrator of Educational Advancement.
 - 2.3. Assists program Chairs in appointing judges.
3. **Governance.**
 - 3.1. Is familiar with job descriptions and necessary reporting forms.
 - 3.2. Communicates to the respective program chairs any action or directives of the Board of Directors concerning a program or programs.
4. **Program Promotion.**
 - 4.1. Meets established deadlines for issues of *Needle Arts* and the *Education Catalog* in order to promote the program. 10/01
 - 4.2. Submits appropriate articles for these publications to the Director of Education for approval and for submission to the Embroidery Editor or Education Catalog chair.
 - 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 webmaster.
5. **Completions.**
 - 5.1. Orders the preparation of Master Craftsman Certificates when notified of successful participants following each judging. Mails certificate to Master Craftsmen with cover letter, enclosing jewelry order form for obtaining Master Craftsman pin.
 - 5.2. Notifies President, Director of Education, Director of Marketing, Region Director, Administrator of Educational Advancement, *Needle Arts* Editor and EGA Headquarters of new Master Craftsman.
6. **Exhibitions.**
 - 6.1. Acts as liaison between designated participants and Education Exhibit Chair at national seminars.
 - 6.2. Directs Master Craftsman Chairs to send letters of invitation for seminar Education Exhibits to designated participants and ensures participation in Education Department exhibits of Master Craftsman programs whenever possible.
 - 6.3. Cooperates in planning and organizing any other exhibits or informational displays or programs on the Master Craftsman programs.
7. **Functions/Meetings at National Seminars.**
 - 7.1. 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.

- 7.2. Leads annual electronic meeting of Master Craftsman Chairs.
- 7.3. If unable to attend National Seminar, informs Reporting Administrator and Director of Education.
- 7.4. Ensures minutes of meetings are recorded and sends copies to Committee members, Administrator of Educational Advancement and Director of Education.
8. **Inquiries/Complaints.**
 - 8.1. Answers general inquiries about the programs. Refers inquiries to specific chairs when appropriate.
 - 8.2. Responds to any and all complaints about the programs and undertakes corrective steps as necessary. Consults with the Administrator of Educational Advancement as appropriate.
9. **Records/Correspondence/Files.**
 - 9.1. Maintains files in good order.
 - 9.2. Submits written reports to the Administrator of Educational Advancement on or before established deadlines as set by the Administrator of Educational Advancement.
 - 9.3. Sends copies of significant correspondence to Administrator of Educational Advancement.
10. **Financial.**
 - 10.1. Assists Administrator of Educational Advancement with Committee's budget.
 - 10.2. Ensures Master Craftsman Chairs forward bills as incurred or quarterly to EGA Headquarters for reimbursement.
11. **Public Relations.** Agrees to have name and email address published on the EGA website.
5/07
12. **Preparation for Unexpected Absence.** Maintains forms and files in Master Craftsman Dropbox folder.
13. **Successor.** Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.