

Ancillary Document 2.3.1.5.4.9.1
Job Description: MASTER CRAFTSMAN PROGRAM CHAIR

1. **Term of Office** – Five years, with additional two years renewal option.
2. **Authority.**
 - 2.1. Reports to and works under the direction of the Master Craftsman Program Coordinator.
 - 2.2. Appoints judges in conjunction with Coordinator and Administrator of Educational Advancement.
 - 2.3. Establishes a committee of local chapter members to assist with the mechanics of the program.
3. **Governance.** Is familiar with program guidelines.
4. **Program Requirements.** Reviews program requirements periodically, including bibliography, and updates as necessary.
5. **Program Promotion.**
 - 5.1. Meets established deadlines for issues of *Needle Arts* and the Education Catalog in order to promote the program.
 - 5.2. 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. **Program Participants.**
 - 6.1. Distributes welcoming letters and instructions to all registrants in the program.
 - 6.2. Forwards to the Coordinator, monthly, a list of new registrants in the program.
 - 6.3. Maintains accurate files of all participants and their status in the program.
7. **Submissions/Judging.**
 - 7.1. Makes all arrangements for judging, e.g., judges, location, time, clerks, paper work, and notification. This includes making arrangements for photographing submissions for files.
 - 7.2. Notifies all participants of dates of judging. Receives and acknowledges all submissions for judging.
 - 7.3. Notifies participants of judging results. Returns the judged pieces with evaluations and further directions. Pieces submitted shall be returned by insured USPS or UPS. This insurance should be for minimum amount necessary to have a tracer number attached to package.
 - 7.4. Submits complete judging reports to coordinator, administrator of educational services, director of education, and national headquarters.
8. **Completions.** Advises Coordinator of candidates who have successfully completed a program immediately following the judging.
9. **Inquiries.**
 - 9.1. Answers inquiries from EGA members concerning the Master Craftsman program.
 - 9.2. Corrects misinformation and solves problems.
 - 9.3. Consults with Coordinator and Administrator as necessary.

10. **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.
11. **Public Relations.** Agrees to have name and email address published on the EGA website.
12. **Correspondence/Reports**
 - 12.1. Submits an annual report to the Coordinator.
 - 12.2. Sends copies of significant correspondence to Master Craftsman Coordinator.
13. **Financial.**
 - 13.1. Manages the finances of the program as outlined in the financial guidelines.
 - 13.2. Forwards bills as incurred or quarterly to EGA Headquarters for reimbursement; copy to Administrator of Educational Advancement.
14. **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)
15. **Successor.** Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.