

Education (Program) Chair

This position is an optional CAB position. This is one of the four (4) chairmanships that are recommended for the second vice president. The education (program) chair is in charge of bringing opportunities to chapter members for learning more about sewing and for increasing their sewing skills.

The education (program) chair and committee work with the special events chair and committee to present learning opportunities that meet the needs of chapter members. The education (program) chair and committee usually have the responsibility for the programs at monthly (or regular) chapter meetings. The division of duties between the education (program) chair and the special events chair is at the discretion of the CAB.

The education (program) chair and committee are responsible to:

Make recommendations to the CAB for the number and content of programs for the year, by using:

- Input from members from member surveys
- Input from the CAB
- Programs designed around chapter members' talents and skills

Plan each program:

- Determine purpose of the program.
- Prepare detailed cost estimate and recommend how costs will be met. Secure CAB approval of expenditures.
- Locate and book program presenters.
- Make travel and hotel arrangements for presenters, if needed.
- Find and book suitable locations.
- Arrange for needed equipment, such as audio-visual equipment, flip charts, tables, etc.
- Arrange for any supplies needed, such as tickets, sample kits, etc.
- Prepare publicity plan with the publicity chair for programs.

Work with the rest of the CAB to produce the programs:

- Keep the chapter president and CAB informed regularly on the progress of the planning of all programs.
- If paying an individual (such as the speaker or a caterer) \$600 or more, provide information needed by the treasurer to file Form 1099-MISC.
- Provide the newsletter editor and publicity chair with written details of programs as soon as possible to allow maximum time for promoting them.
- Work with the retail liaison chair to develop ways to involve local retailers in the programs, if appropriate.

Evaluate the success of programs and determine final costs, profits, attendance figures, and suggestions for improvements. Report this information at the next CAB meeting and place the information in the files for future reference.

May want to conduct a survey of chapter members to determine their interests.

May want to plan educational hands-on sewing workshops and seminars, with the approval of the CAB.

May work on education of the chapter membership through newsletter articles, sewing hints, or other means, especially if not planning programs for chapter meetings.

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May work with groups in the community (for example, children, teens, school groups, adult non-sewers) to provide opportunities to learn sewing, especially if not planning regular chapter meeting programs and if the chapter does not have a family and consumer science liaison.

Associated Topics and Information

“CAB Responsibilities,” on page 8-2.

“Special Events Chair,” on page 8-25.

“Family and Consumer Science Liaison,” on page 8-13.

“Form 1099,” on page 9-13.

“Programs for Chapter Meetings,” on page 9-32.

Member Interest Survey samples, on page D-10.

Neighborhood Group Leader’s Guide for a list of program ideas that could be adapted for chapter meetings. This *Guide* is downloadable from the Leadership Area of the ASG Web site at www.asg.org.