

Greater Southeastern Quilting Association

Policies and Procedures

Circuit Teacher Chairman

Policy Statement

The Circuit Teacher Chairman shall assist with education by providing lists of available classes, scheduling dates with teachers and collecting the class fees from chapters in consultation with the Board of Directors; encourage chapters and members to request classes by providing written descriptions of the classes and displays of pictures at general meetings; interview and recommend new teachers and present samples of their work and description of supplies to the board of Directors for approval; keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to her successor.

Procedures/Standards and Roles & Responsibilities:

1. Maintain a list of all of the GSQA guilds and their contact person.
2. Attend quarterly general meetings and explain and answer any questions regarding the classes and procedures for any new members.
3. Attend quarterly Board Meetings and provide the Board with a report showing the total number of classes scheduled and classes and the status of the program.
4. Maintain a table for circuit teacher samples at each quarterly meeting and at the seminar for viewing by guilds.
5. Participate in General Meeting programs as required
6. Any other duties as deemed necessary by the Board of Directors.

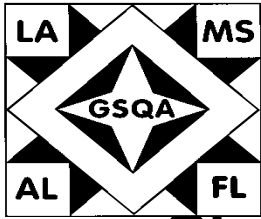
Procedures:

Policy History

Original Date: June 2009

Revised: January 2015

Approved Mar 7 2015; September 2017



Greater Southwestern Quilting Association

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Circuit Teacher Chairman

1. To schedule a class the guild contact person will directly contact the teacher for a date that is agreeable to both. Once a class is scheduled the contact person provides a class request form for the class. Once the form is received it is dated and email sent to the Media Director so it can be posted to the internet under Pending Classes
2. At least 2 weeks prior to the class a list of all participants and the necessary funds for the class need to be mailed to the Circuit Teacher Chair with GSQA numbers on the sheet and the sheet completely filled out. The GSQA numbers need to be checked to make sure they are up to date and get new member numbers when needed, double check the money and make sure it is accurate, approve and forward to the Treasurer.
3. Contact guild if there is any discrepancies in GSQA #'s, dues, and money.
4. After the class is given, the teacher will submit an Expense Voucher to the Circuit Teacher Chair who will verify the class request, approve the payment, and forward it to the Treasurer.
5. After the first of each calendar year, the Chair will confer with all the teachers for any new classes and/or changes in the classes, then secure a sample for each new class and present them to the board for approval, usually at the March board meeting.
6. After Board approval of new classes, class packets will be made and given to the guilds in late July/early August time frame.

Each class packet will contain:

1. Overview of Circuit Teacher Program.
2. Chapter responsibilities
3. Guild Class Request Form
4. Individual Member Request for Class Form
5. Class Signup Sheet
6. Class Evaluation Form
7. Individual sheet for each teacher showing classes available and how to contact teachers.

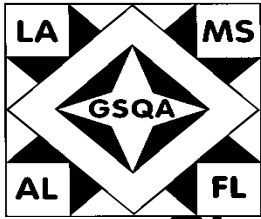
Note:

Policy History

Original Date: June 2009

Revised: January 2015

Approved Mar 7 2015; September 2017



Georgia Quilting Association

Policies and Procedures

Circuit Teacher Chairman

Circuit Teacher classes must be scheduled through a GSQA guild, but can include non-guild or non-GSQA members if the hosting guild cannot fill the class.

A large guild may hold the same Circuit Teacher class on 2 consecutive days and have this count as only one class for that guild for the year. The teacher will be paid in this instance for teaching both days.

Circuit teachers will be reimbursed mileage at the federal rate. Circuit Teachers are not required to attend the July General Meeting and they will not be reimbursed mileage if they choose to attend to show their class samples. Their information must be current on the web site.

See attached forms.

Policy History

Original Date: June 2009

Revised: January 2015

Approved Mar 7 2015; September 2017