

## RAINDROP DECORATIVE PAINTERS EDUCATION COMMITTEE JOB DESCRIPTION

(Revised Nov. 2023)

The purpose of the Education Committee is to enhance the education of Raindrop members, provide increased public awareness and help grow the membership through advertisement and inclusion in paint-in's, seminars, and webinars.

### I. Composition:

The Education Chairperson is a volunteer position. The Education Chairperson may select a co-chair and/or select a committee.

It is a requirement that the Education Chairperson have full-time access to a computer, and have adequate computer skills to send, receive, edit, and save documentation in accordance with common practice and/or chapter requirements as applicable.

The ability to manage virtual meetings using Zoom or an equivalent virtual platform is also required.

### II. Accountability:

This Chairperson (and Co-Chair if applicable) shall be accountable to the Executive Committee and shall communicate and report to the Executive Committee to receive authorization for plans prior to any commitments to proposed Teacher regarding date, location or expenditures exceeding the budget estimates prior to implementation of plans. A written report will be presented to the President to document the plans.

### III. Responsibility:

The responsibilities of this Committee shall be to plan and implement all aspects of a Raindrop Seminar, Webinar, Workshop or Paint-In, and to coordinate plans with fellow Organizations as appropriate; as well as displays and media events to further the goals of the membership and inform the public of the organization and its place in the community. This is in collaboration with the Membership Committee.

It is not mandatory to make a profit or break even on Education Seminar/Workshops. The suggested formula for the Committee to cancel a Seminar is if registration is below 30 to 40% of the total seminar costs.

**Specific plans requiring Executive Committee approval include:**

- a. In person teacher selection, fee, dates, projects, location, date, and time.
- b. Estimated in-person teacher cost to the Organization (teacher fee, transportation costs, meals, lodging, seminar related telephone costs etc.)
- c. Seminar fee for each member to attend.
- d. Possible sharing arrangements with fellow Organizations.

**Chairperson specific tasks include:**

- a. Finalize agreement with teachers, in writing, class date/s, fees, specific responsibilities and cancellation date including whether the class will be in-person or virtual.
- b. Obtain appropriate signatures on contracts and W9 as applicable, to be sent to the Treasurer.
- c. Teacher's fees must be paid directly to the teacher by the treasurer from Organizations funds using appropriate forms provided by the Treasurer.
- d. When applicable, research and establish a seminar facility at best possible cost to the membership or decide on whose virtual platform will be utilized and who will monitor (teacher or membership).
- e. Obtain or prepare appropriate communication w/ class prep, pattern, surface & supplies details, per teacher instruction, to be sent to participants at the time of registration.
- f. Create flyers to promote the seminar in the Newsletter, Website and Facebook. Provide necessary class date, cost, and teacher biography as necessary together with a project surface fee if available for sale.

g. Cost of surface or any other supplies will not be funded by the Organization.

h. To fill the seminar, classes may be opened to outside guests for an additional fee – determined during annual budget planning.

i. The Education Committee shall be aware of other scheduled activities when proposing dates for seminars and shall endeavor to balance the mediums taught.

j. The Education Chairperson must pay for their own class registration, the same as any other paying attendee, and may not be waived for any reason.

### **Specific to In-Person Classes:**

k. Provide refreshments, AV equipment, table covering, water supplies, etc. needed for the class or as requested by the teacher.

l. Decide for teacher transportation to and from seminar, meals, and lodging. The Organization will pay for the Teacher's expenses only.

m. After students obtains enough paint to complete the class project, the chairperson will collect teacher donated paints, when applicable, to be kept in the Organization for other uses such as Learn to Paint or Fun Day programs.

### **Seminar Attendance Rules:**

a. Registration for Seminars shall be accepted on a first come, first served basis.

b. A member's name shall be added to the seminar list only when full payment has been received by the Education Chairperson or Co-Chair.

c. If more than the set maximum numbers of attendees respond to the announced deadline date, those names shall be placed on a waiting list, if applicable.

d. Guests may be accommodated on a space available/first paid basis after the close of registration and after the waiting list of members has been exhausted

- e. Member may sell their place in the seminar to another member only if there is no wait list and with express permission by the Chairperson.
- f. There will be no automatic refunds unless the seminar is cancelled.
- g. Compassion refunds will be made in the event of an illness or accident at the discretion of the Executive Committee.
- h. Supply lists, patterns and access to classes will be provided only to those who have paid in full for the seminar.