



CANBERRA QUILTERS INC  
SINCE 1976

# Canberra Quilters Inc.

ABN 49 327 425 805

## **Duty Statement – Workshop Coordinator**

As a member of the Canberra Quilters' Committee, the Workshop Coordinator contributes to managing the affairs of Canberra Quilters to enable the organisation to meet its aims and objectives through the organisation and running of the workshops. These duties are undertaken in accordance with the Canberra Quilters' Constitution.

### **General:**

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.

### **Committee and Financial Responsibilities:**

- Attend the monthly Committee meetings from January to November – this includes giving a report at the appropriate agenda item to provide an update on progress of workshop arrangements.
- The Committee as a whole approves spending by the group. The Treasurer will seek approval for spending at Committee meetings or via emails if it is urgent.

### **Other Meetings:**

- Where possible attend daytime and evening meetings and inform members of workshops, and encourage their participation. If unable to attend, advise meeting coordinators of any announcements.

### **Connecting Threads, CQ Website and Blog:**

- Ensure workshop details are in each *Connecting Threads* newsletter. Deadlines are the evening meetings in February, May, August and November.
- List the workshop schedule and details on the website.
- Use the CQ website and Blog to advertise workshops.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.



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## Workshop Administration:

The Workshop Coordinator is responsible for organising workshops and sharing sessions presented by members, local, interstate and international tutors for members of Canberra Quilters. This involves:

### 1) Planning, identifying and engaging tutors –

- based on input from members and your research into available workshops develop a workshop schedule of up to six workshops for about 12 months. Obtain Committee approval.
- determine tutor's availability and confirm date and type of workshop.
- agree on tutor fees, expenses and method of payment based on the premise that workshops should at least break even financially.
- arrange travel, accommodation and meals as required for the tutor.
- arrange payment of tutors' fees and expenses.
- ensure tutor's requirements regarding the venue, equipment, materials etc. are available at the workshop.
- assist tutor during their visit and/or workshop.

### 2) Organising the venue –

- book appropriate venue, use our Cook room whenever possible (noting workshops have priority over drop ins, sew ins, friendship groups etc.)
- arrange payment for venue as required.
- If using a venue other than Cook, liaise with venue manager regarding requirements for the workshop, e.g. room layout, tables, chairs etc.

### 3) Promoting workshops -

- advertise in *Connecting Threads*, on website and CQ Blog. Deadlines for *Connecting Threads* are the evening meetings in February, May, August and November.
- provide updates on Canberra Quilters web page.
- provide information on workshops to evening and daytime meetings.
- develop and distribute flyers on workshops.
- if insufficient members registering for workshop, ask the Communications Officer to promote workshops internally and/or ask Publicity Officer to promote workshops externally through social media platforms as required.



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## 4) Managing the registration of workshop participants –

- ensure that workshop bookings forms are available in the room and in liaison with the Communications Officer, through the website.
- determine appropriate workshop fee to cover the costs.
- collect workshop booking forms.
- collect, receipt and bank workshop fees – inform the Treasurer of any monies banked.
- manage participant numbers – meet minimum numbers/not exceed maximum numbers of participants.
- liaise with participants regarding any special requirements e.g. dietary, access, equipment etc.
- confirm final registrations and provide participants with workshop information and list of requirements.

## 5) Providing support on the day of the workshop –

### a) if using Cook room:

- unlock room;
- ensure participants have signed in and signed out;
- lock rooms and arm security at end of the workshop.
- ensure the room is set up to tutor's requirements.
- provide morning and afternoon tea for tutor and workshop participants.
- provide lunch for tutor, if required.
- assist the tutor and participants during the workshop, as required.
- ensure the venue is clean at the end of the workshop.

### b) if using a venue other than the Cook room:

- ensure the room is set up to tutor's requirements;
- facilitate the provision of morning and afternoon tea for tutor and workshop participants;
- facilitate the provision lunch for tutor, if required.

Note: If unable to assist the tutor, arrange for a member or workshop participant to undertake these duties in your place – a position without charge may be offered to that member in accordance with the current policy.

## 6) Reporting to the Committee –

- seek agreement from Committee for workshop proposals including budget.
- provide monthly reports on workshops at Committee meetings.
- provide financial acquittal report to Committee/Treasurer.



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## Other duties:

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the information bulletin.
- Liaise with the Room Booking Coordinator on the availability of the Cook Room and enable listing in room and on-line calendars.
- Monitor and liaise with the Secretary the updating of workshop policies as required.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the Committee to make things better.
- Remember – this duty statement is not a stagnant document. Update it often.