THE OTTAWA GUILD OF POTTERS

	Workshops & Presentations, Chair - Volunteer Job Description **Ottawa Guild of Potters – Executive Position** Prepared by Carolyn Ault, Feb 2013 Reviewed by the executive team , April 2014
Organization	**The Ottawa Guild of Potters (OGP)** is a non-profit volunteer organization to further the knowledge of ceramics and support the work of area potters. Monthly meetings are conducted and workshops and seminars are held. Two sales are held each year; spring (along with a juried exhibition) and the fall. Local charities are supported, and there is a bursary program for area high school students. The newsletter is distributed monthly to the members. This position description is for a volunteer role that a Guild member takes on.
Position	**Chair**
Function	**Internal/Operational** The Chair of the Workshops & Presentations Committee functions as a member of the Guild Executive Committee throughout the year. The Program committee is responsible for meeting the Guild's mandate of educating the public and its membership about the artistry, technology and history of the clay arts through hands-on workshops, seminars and regular meetings. **External** Creating partnerships with regional clay/art facilities and Ontario guilds to further the Guild's mandate.
Requirements	The Chair is expected to attend all Executive meetings (usually 8-10 per year) and organize and chair all Workshop & Presentation committee meetings and participate in group email discussions between meetings. The position requires someone willing to expand the learning horizons of the Guild's membership. Good planning & organizing skills are beneficial.
Duties	The Chair is responsible for the management of the Workshops & Presentations Committee which is charged with planning and coordinating: 1. Studio workshops (previously called Inside workshops); 2. Professional/master potter workshops (previously called Outside workshops); and 3. The programming for the monthly general members meetings for the months of: Sep; Oct; Nov; Dec; Jan; Feb; March and April By: • Present budget for workshop expenses (template will be available) • Delegates responsibilities to committee members: (see Appendix A) • Reports the work of the committee to the executive when there is something to report to the membership; • Provides adequate information for the Communications & Promotions Committee to prepare advertising; submissions to the Newsletter Editor of programming and workshop schedules; • Keeps a written file of the work of the committee (minutes of meetings held); • Create learning opportunities
Accountability	This position is directly accountable to the President of the Guild and to the membership at large.
Term	Up to a maximum of three years at one time.
Benefits	Great opportunity to gain experience creating learning opportunities and working in a small enterprise with a great team.

Approval and Review Dates	Approved by the Executive on April 16, 2014 It is scheduled to be reviewed in 2015.

Appendix A – Program Committee Members

1. Meeting Host
2. Meeting Refreshment Convener

Position	**Meeting Host -- volunteer job description,** **Ottawa Guild of Potters -- Workshops & Presentations Committee** (Prepared by Carolyn Ault March 5, 2013)
Function	As a member of the Workshops & Presentations Committee; function as the host of Guild meetings when a guest speaker is programmed, to ensure the smooth running of the meeting and the guest speaker is properly introduced and thanked.
Requirements	4 meetings per year. Willing to take a chance.
Duties	• The Chair of Workshops & Presentations is responsible for coordinating the programming for the following months: October; November; February & April. • if the projector is required by the speaker; meet in advance of the presentation to ensure equipment functions properly; you will store the projector at your home for safe-keeping and ease of meeting with speakers; • day of presentation: - 6:45pm set up for speaker on day of presentation may involve setting up the projector/screen and some tables for their presentation; supervise the setting up of the chairs; - 8:00pm introduce the speaker; ensure the presentation begins and ends on time; - 9:00pm thank the speaker at the end of the presentation; - Supervise the folding of chairs & tables and turn off the lights (by 9:30 latest)
Accountability	This position is directly accountable to the Chair of Programs and to the membership at large.
Term	Up to a maximum of three years at one time. The incumbent is expected to recruit and train a replacement.
Benefits	You will get to meet interesting speakers; get to know the membership (and they you).
Approval	this job description was approved by the Executive on April 16, 2014
Review	It is scheduled to be reviewed in April 2015