

**Hands-On Coordinator****Job Description**

Hands-On are educational opportunities for members to learn a new technique, process, etc. They generally take place in Scott Manor House from 10 - 2. The space will be booked on the fourth Saturday of September, October, November, January, February, March, April. Fibre Day participants share the space on those days, occupying a separate room.

**Duties and Responsibilities**

- In July, contact President to ensure that Scott Manor House has been booked for these dates.
- Attend Executive meetings
- Brainstorm topics and presenters
  - check membership forms for suggestions
- Discuss topics and possible leaders with members
- Negotiate with possible leaders/hosts re date and content
- If leader is a member of ASH, there is no honorarium and any materials costs will be passed on to participants.
- If the presenter is not a member, a reasonable fee will be paid to them but this should not exceed \$50. This expense will be passed on to workshop participants.
- Contact the presenter two months before presentation for a description to be put in LoomSong.
- Update calendar on website with dates and hands-on info
- Put an announcement each month in LoomSong regarding the upcoming workshop.
- Announce the upcoming Hands-On at the meeting and via email 1 week before. If the presenter would like to know how many participants, ask members to indicate if they are planning to attend.
- On the day, Scott Manor House will be opened by 9:45 and coffee/tea and cookies will be made available
- Fee will be collected from participants - \$5 for members / \$10 for non-members (to cover SMH rental) plus materials and/or presenter costs
- Any expenses for refreshments will be recorded and bills plus collected money will be passed on to the Treasurer
- A short summary of the day should be written up for Loomsong and the website. Include pictures if possible.
- Write an annual report for the May issue of Loomsong