

**Lambeth Art Association**  
Job Description for Executive or Convenor Positions

**8. Title:** Workshop Convenor

**Last Updated:** January 2025

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**General Description of Position:**

- Prepares and presents a yearly budget proposal to the Treasurer;
- Organizes and schedules four to six one-day workshops per year;
- Prepares a Workshop Registration form which is emailed to members and posted on the LAA website prior to the September meeting;
- Co-ordinates with the treasurer payment for facilities, instructors, and any associated expenses;
- Promotes the workshops; maintains lists of filled and available spots; tracks fees owed and paid and balances these with Treasurer's receipts;
- Informs other organizations when openings are available;
- Ensures the facility is left as agreed with the owner.

**Skills Required (technical or otherwise):** Computer literate. Knowledge of the arts community.

**Approximate Amount of Time Required (daily, weekly, monthly, annually?):** Finding and booking instructors for the following year begins in April (12 hours total). Creating documents follows (6 hours total). Receiving and compiling registration forms as well as tracking payments is most intensive between August and October (2 hours weekly). As each workshop approaches, confirmation emails are sent (2 hours times 6). Attendance the day of workshops (9 hours times 6).

**Can this job be shared/shadowed?** Yes. It is best to have one or two assistants to help with the set up and clean up of the room in which the workshops are held.

**Comments, Suggestions and Helpful Hints:** Determine best dates for workshops (usually Oct., Nov., Feb., March, April, May) and contact Jan at Riverside United Church to book room. Obtain invoice from the church. Provide church with a copy of our insurance certificate and facilitate an e-transfer for the rental fee. Find and book instructors for workshops by August of each year. Keep Executive and members up-to-date on vacancies. LAA typically charges \$35-60 per person and has 18 to 22 participants. Email form out to members through Membership Convenor using Mail Chimp. Get completed sheets back Sept. 1. Keep Executive and members up-to-date on vacancies. If workshops are not full two months before, reach out to other clubs (GPG, B&P, St. Thomas Art Club). Collect money at September meeting – cash or cheque. Send out a reminder and supply list one month before each workshop. Instructors are paid on the day of the workshop. Treasurer will write the cheques ahead of time or do an e-transfer the day of. If there are any expenses such as food, Convenor should tally bills and give them to the treasurer for reimbursement. If someone drops out after paying, they must find a replacement – club members on wait list get approached first; replacement participant pays original participant.