

QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

EDUCATION & CERTIFICATION COMMITTEE

Policy:

The Education & Certification Committee is responsible for providing instruction for new members, preparing certification documents necessary for training members in studio practices and safety, and acquiring information on continuing education.

Procedures:

The Education and Certification Committee Chairperson:

1. Provides and collects the certification forms necessary for training in the areas of studio orientation, hand building, glazing, and wheel use; and general and safety knowledge.
2. With the New Member Orientation Coordinator, plans, schedules, and documents the certification of new member orientation, tours, and instructions in the areas noted above.
3. Trains members to be qualified as instructors and certifiers.
4. Researches prospective instructors and formal class proposals to provide continuing education opportunities for members. Brings these to the Board for approval.
5. Coordinates formal classes and scheduled demos with the Secretary to notify members by email and in "What's Happening".
6. Develops and maintains studio guidelines and handouts and monitors studio bulletin boards.
7. Recognizes that impromptu demonstrations and member sharing are not subject to Committee approval but that they need to follow studio schedules, coordinate with Ceramics as needed, and have a POTS monitor present.