

Axminster Woodturners Club 2021

Role of Training Co-ordinator

<p>To have a good understanding of who the club tutors (who have passed the AWGB tutor assessment) or other competent club members are (who can act as lead tutor) and their strengths regarding the type of courses they can run.</p>
<p>Take direction from the Executive Committee regarding the programme and liaise with the Chair who will book the hall as needed.</p>
<p>Organise a programme of training courses, allocating each course a lead tutor, recruiting attendees and collecting course fees in liaison with the Treasurer.</p>
<p>Communicate with each Lead Tutor and check they are aware that they need to recruit assistant tutors, plan the training session and ensure all materials and equipment is available.</p>
<p>Organise Masterclasses by outside demonstrators / professionals (i.e. recruit attendees, collect fees in liaison with Treasurer, ensure required materials and equipment are available) once the date and topic for the session has been agreed between the visiting professional and the Chair.</p>

July 2021