

Workshop Supervisor Role

- (1) Coordinate the training for members interested in learning lapidary.
- (2) Coordinate training of the Workshop Leaders (formerly known as foremen). This may be handled by the supervisor or by other Workshop Leaders.
- (3) Communicate with Correspondence Secretary (currently Amanda Rollason) and Webmaster (currently Bob Shively) to update the Workshop coverage schedule. Keep a close eye on the potential conflicts with the Saturday Workshop coverage and Field Trips.
- (4) Gather feedback and identify issues with the Workshop and equipment that requires adjustment or repairs. You can do the work if you are confident with your skills or ask around for others that may have experience with similar work. (Richard Cepurna is a wealth of information.)
- (5) Discuss needed shop and lapidary supplies with the board. Basic supplies are budgeted and need no approval. After approval, you may purchase these (for later reimbursement) or talk with others to purchase. Keep all receipts to turn in to Wayne.