

## **Job Descriptions Board Members and Sub-Committee Chairs**

### **Officers**

*All officers are voting members of the Board.*

### **President**

- Exercise general supervision over all the affairs of the Guild
- Preside at all Board and General Meetings of the Guild.
- Appoint Standing Committee Chairs and other special committees as needed to run the business of the Guild as specified in Article VIII of the By-Laws.

### **1st Vice President**

- Get acquainted with SWG policies, activities and membership in preparation for assuming the role of President the following year.
- Choose those who will fill the appointive positions specified under
- President in order to assure a smooth transition. Perform the duties of the President when absent or upon the President's request.
- Be an ex officio member of all committees except the nominating committee.

### **2nd Vice President**

- Assume the duties of the President in the absence of the President and the First Vice President.
- Appoint and supervise the nominating committee.
- Appoint and chair the Long-Range Planning Committee, which shall be shall consist of the President, the First Vice President, and four other members, two to be appointed each year for two-year terms.
- Gather reports from all ad hoc committees, including the Fall Sale committee.
- Plan the President's Luncheon.
- Ensure that funds for the Virginia Harvey awards (Excellence in Color and Excellence in Design) are requested from the treasurer and sent to HGA or ANWG, depending on which conference year it is.
- Arrange for the engraving of the President's pin, and present said pin at the May General Meeting.

### **Recording Secretary**

- Keep and maintain accurate minutes of Board and General Membership meetings.

- Keep the official documentation and records of the Guild in a current, safe and accessible manner.
- Keep the official documentation and records of the Guild in a
- Maintain the safety deposit box and its contents.
- Provide for the publication in the Bulletin of notes from Board meetings and other official Guild business as necessary.

### **Corresponding Secretary**

- Conduct the social correspondence of the Guild.

### **Treasurer**

- Carry out all financial transactions and maintain the bank accounts.
- Keep accurate financial records of the Guild.
- File all documents required by Federal, State or Municipal governments in a timely fashion.
- Work with Directory Chair to ensure timely dues payment by members.

### **Member At Large**

*The member at large is a voting of the board.*

- Be a liaison between the membership and the Board.

### **Standing Committee Chairs**

*The President, together with each Standing Committee Chair, shall select the sub-committee heads for that Standing Committee.*

*Standing Committee Chairs are voting members of the Board.*

*Heads of sub-committees report to the Board through their respective chair; they may attend Board meetings at any time, but are not voting members.*

*If the Committee Chair is unable to attend a Board meeting, the head of one of the sub-committees should attend and vote in their place.*

*All chairs of standing and subcommittees are required to provide the chair of the Finance committee with a proposed budget request for the following year.*

### **Communications**

*The President will appoint the chairs of the Standing Committee from the chairs of the sub-committees.*

### **Bulletin**

- Collect information, compose the Bulletin, and send to Bulk Mail Chair.
- Send .pdf file of each Bulletin to the Webmaster for posting on SWG website.

### Bulletin Samples

- Arrange for the production of samples with printed information.

### Bulk Mail

- Coordinate printing and mailing of the Bulletin and Samples in compliance with Post Office regulations regarding bulk mail.

### Bulk Email

- Issue Guild-wide emails at the request of committee chairs and the Board

### Directory

- Maintain up-to-date records of membership information and profiles publish the directory, and provide mailing labels as needed.

### Website

- Coordinate with the Board to make the website informative for members, prospective members and the public, adding new content and features as appropriate.
- Post .pdf of Guild bulletin and forward link to members.
- Maintain the Guild website.

## **Membership**

*The chair of the Membership Standing Committee shall head the Membership sub-committee.*

### Membership

- Process inquiries and applications for new members and re- instatements.
- Introduce new members to the General Assembly.
- Update and make available names tags and make them available for the members at General meetings.

### Hospitality

- Select greeters for the General Meetings.
- Maintain the guest book.

### Mentor

- Network new members with established members.

### Directory

- Publish the directory.
- Provide mailing labels as needed

### Data Hub

- Maintain up to date records of membership information and profiles in a sharable data base, for use by the Board and membership (as approved by the board ) as needed to conduct the business of the Guild.

### **Program**

*The Chair of the Program Standing Committee shall be the Program Chair.*

### Program Chair

- Select and make arrangements for speakers for current morning and afternoon programs.

### Next Year's Program Chair

- Plan for following year's programs, and possible for programs further in the future.
- Become Program Chair the following year.

### Hot off the Loom

- Organize the hanging and presentation of members' work during General Meetings.

### Refreshments

- Procure supplies.
- Plan the service of coffee, tea and donated refreshments at General Meetings.

### **Member Education**

*The Member Education Committee shall consist of the heads of the four sub-committees. The President shall designate one of the four sub-committee chairs to be the Standing Committee Chair for the year.*

### Educational Workshops

- Arrange educational workshops, including site rental and collection of deposits and fees.
- Manage scholarships.

### Study Groups

- Encourage formation and continuation of study groups.
- Act as liaison between study groups and the membership.

### Mini Workshops

- Organize Mini Workshops (short, informal gatherings and-or field trips, usually led by Guild members for Guild members.)

### Grant

- Administer the jurying and awarding of the SWG grant.

### **Library**

*The Librarian shall be the Standing Committee Chair. The Committee shall consist of the Librarian plus other committee members deemed necessary and appointed by the Librarian.*

#### Librarian

- Oversees the operations of the Library with committee members as needed to help in specific areas including, but not restricted to those listed below, plus periodicals, catalog, acquisitions, repairs and database.
- Appoint members of the Library Advisory Panel in conjunction with the President, and consult with them as necessary.

#### Assistant Librarian

- Assist the Librarian in preparation for assuming the position the following year, when the current Librarian will not be continuing in that position.

#### Circulation Librarian

- Supervise and schedule volunteers to work at General Meetings checking materials in and out.

#### Image Librarian

- Acquire images documenting SWG events and works produced by its members.
- Prepare images for circulation and make available to members.

#### Bateman Collection

- Oversee the use and preservation of the Bateman collection.

#### Historian

- Maintain the history of SWG and its members in retrievable form

### **Outreach**

*The President shall designate one of the sub-committee chairs to be the Outreach Standing Committee Chair for the year.*

#### Community Service

- Fill requests from the public by providing Guild members for demonstration, programs and other fiber-related activities.

#### Museum/Gallery Liaison

- Collect and make available information about exhibits, competitions

and other fiber-related events.

- Recognize the fiber-related achievements of Guild members through announcements at General Meetings and in the Bulletin.
- Develop a relationship with the Gallery and Museum community.

#### ANWG Representative and Scribe

- Attend ANWG meetings.
- Act as liaison between ANWG and SWG.
- Coordinate the Conference Booth committee
- The Scribe becomes the Representative the following year.
- Along with the annual payment of the ANWG dues, the ANWG representative will provide ANWG with a list of the SWG officers and members, per the instruction found within the ANWG Guild Representatives Group on Yahoo or in the ANWG Guild Representative Newsletter.
- Coordinate with the 2<sup>nd</sup> Vice President to ensure that in conference years ANWG receives funds for the Virginia Harvey Awards (Excellence in Color and Excellence in Design)

#### Conference Booth

*The ANWG representative or scribe chairs this committee.*

- This sub-committee operates only in the year preceding a regional conference, to design and execute a booth.

#### **Properties**

- Purchase and maintain Guild equipment and supplies.
- Provide the properties necessary for the General meeting.
- Coordinate with the St. Mark's facilities manager on set-up of the room for General Meetings.
- Conduct an accurate annual inventory.

#### **Finance**

- The Finance Committee shall be composed of the current Treasurer and four other members, two to be appointed by the President each year and to serve a two-year term.
- The four members must include a past Treasurer and a past President. The current President shall designate the Chair.
- The committee shall prepare the Guild annual budget and advise the Board concerning Guild finances.
- The committee shall review the Guild Sale budget prepared by the Sale

Chair, and present it to the Board.

**Policy & Rules**

- The Policy and Rules Committee shall be composed of four members, two to be appointed each year by the President for a two-year term.
- The President shall designate the chair.
- This committee shall act in an advisory capacity concerning activities proposed for the Guild and draw up policy statements and By-Law and Standing Rule revisions.