

## WGMV Position Descriptions

### Demonstrations

The Demonstrations chairperson organizes, arranges and publicizes Guild sponsored demonstrations, and facilitates other requests from the public for spinning and weaving demonstrators. Purpose of the demonstrations is to create awareness and appreciation of and interest in the crafts of weaving, spinning, dyeing and related fibers arts.

Term: President appoints.

Experience required: people, organization and communication skills, knowledge of Guild activities.

Duties and Responsibilities:

For Guild sponsored demonstrations:

- A Wool Gathering is WGMV's major event of choice
- Contact Guild members for volunteers to demonstrate
- Build or create visual aids as necessary

- Provide receipts for materials purchase to Treasurer

- Submit proposed budget to Treasurer before September

For other requests from the public for spinning or weaving demonstrators:

- Receive requests for demonstrators

- Announce requests at regular Guild meetings

- Put Guild volunteer(s) in direct touch with requester

Make sure all demonstrators record their volunteer hours with Volunteer Timekeeper

Promote use of Guild brochure and bookmarks as handouts or visual aids for all demonstrations

## WGMV Position Descriptions

### Equipment Coordinator

The Equipment Coordinator maintains a current list of Guild rental equipment and promotes its use by Guild members.

Term: President appoints.

Experience required: people and organization skills, familiarity with Guild equipment rental policy.

#### Duties and Responsibilities:

- Maintain an updated list of Guild rental equipment

  - List includes name and contact information for member who's storing it

  - Provide updated list to Web Master

- Be familiar with equipment rental policies

- Encourage members to rent and use equipment

- Provide rental agreements to members who are storing equipment

- Make sure rental fees are sent to Treasurer

- Report missing and/or damaged equipment to President

- Make recommendations for sale of used equipment and purchase of new equipment

## WGMV Position Descriptions

### Exhibits

The Exhibits chairperson organizes, arranges and publicizes Guild sponsored exhibits and displays. Purpose of the exhibits is to create awareness and appreciation of and interest in the crafts of weaving, spinning, dyeing and related fibers arts.

The Exhibits chairperson is also responsible for updating, reprinting and storing Guild brochures and bookmarks.

Term: President appoints.

Experience required: people, organization and communication skills, sense of design, some knowledge spinning and weaving and related fiber arts, and knowledge of Guild activities.

Duties and Responsibilities:

- Seek opportunities for exhibits and displays

  - Survey members for ideas

  - Possibilities include libraries, bookstores, schools, art centers, museums, Yellow Springs Street Fairs, A Wool Gathering, Aullwood Applefest...

- Contact possible venues

  - Evaluate, and select those with the most visibility and payback potential

- Contact Guild members for materials to support display

  - Consider Guild brochure and bookmarks as handouts or visual aids

- Maintain supply of updated Guild brochures and bookmarks

  - Update and reprint as necessary

- Build or create visual aids as necessary

  - Provide receipts for materials purchase to Treasurer

- Coordinate with Newsletter Editor, Web Master and Publicity chairperson to publicize exhibits and displays internally and publicly

- Submit proposed budget to Treasurer before September

- Build a committee of Guild members as needed

## WGMV Position Descriptions

### Field Trip

The Field Trip chairperson is in charge of all aspects of the annual Guild field trip, as detailed below.

Term: Vice-President Elect, or Vice-President appoints.

Experience required: people skills, ability to organize, plan and manage activities, and to delegate as needed.

Duties and Responsibilities:

- Select a destination for a day trip related to weaving or spinning

- Plan and organize the field trip

- Promote attendance among Guild members

  - Use Guild meetings, email, e-newsletter, Guild web page, snail mail and phone

- Arrange to carpool as required, or provide directions to attendees

- Contact host to plan date, arrival/departure times, nature of the tour, restrictions or other requirements, and cost per person

  - If there is a cost, and required head count, circulate a sign-up sheet and collect fees

- Notify host of number of attendees

- Pay host, if it applies

### Historian

The Historian documents events and items of historical importance to the Guild. Historical files are maintained in the library.

Term: President appoints.

Experience required: understanding of Guild operations, some organization and writing skills.

Duties and Responsibilities:

- Collects and files photographs, articles and other documentation of Guild activities

- Writes an occasional article about the Guild's history for the newsletter and website

- Provides materials for Guild exhibits or displays as requested

## WGMV Position Descriptions

### Hospitality

The Hospitality chairperson is responsible for providing refreshments at each regular Guild meeting, and for maintaining refreshment equipment and supplies. The chairperson coordinates with workshop chairs to make equipment and supplies available for Guild workshops.

Term: President appoints.

Experience required: people and communication skills, organization skills, ability to delegate.

Duties and Responsibilities:

- Arrange for refreshments for September meeting, e.g., a munchie and beverage
- Circulate a sign-up sheet for members to bring refreshments during the Guild year, except for December holiday party and June picnic
  - Ask for their help cleaning up
  - Call volunteers to remind them
- Arrive early to set up before the meeting starts
- Arrange with workshop chair to see if refreshments are desired
  - If you're in the workshop and can do it, fine; if not, delegate
- Maintain equipment and adequate supplies
  - For example, coffee pot, hot pot, tea, coffee, hot chocolate, associated condiments (sugar, fake sugar, creamer), and other supplies such as napkins and spoons
- Save receipts for resupply so Treasurer can reimburse
- Build a committee of Guild members as needed
- Submit proposed budget to Treasurer before September

## WGMV Position Descriptions

### Librarian

The Librarian maintains the Guild's collection of books, magazines, videotapes, DVDs and historical records. The Guild library is housed in locked cabinets in the Arts and Crafts Room at the John Bryan Center in Yellow Springs.

Term: President appoints.

Experience required: organization and communication skills, familiarity with Guild library policy, willingness to open and tend the library 30 minutes before the regular Guild meeting and during the meeting break, and to do an annual inventory at the end of the Guild year.

Duties and Responsibilities:

- Be familiar with Guild library policy

- Catalog and prepare all new library materials before circulation

- Promote use of library materials

  - Provide updated list of Guild's holdings to Web Master

- Conduct an annual inventory of library holdings

  - Report missing items to President and Newsletter Editor

  - Send updated inventory list to Web Master for Guild website

- Propose purchase of new books, videotapes and DVDs

- Check books and other materials in and out

  - Determine who is eligible to check out materials

  - Collect fines - fines and donations used to purchase new books, etc. for the library

- Sell duplicate or extraneous materials - moneys used for library purchases

- Open and tend library 30 minutes before regular Guild meetings, and during break

- Store the regular meeting sign-in book and member name tags for the Membership chair

- Build a committee of Guild members as needed

- Submit proposed budget to Treasurer before September meeting

## WGMV Position Descriptions

### Membership

The Membership chairperson promotes membership in the Guild, maintains records of all members, and publishes the annual membership directory.

Term: President appoints.

Experience required: people and communication skills, organization skills, willingness to meet and greet new members and guests

Duties and Responsibilities:

- Attend regular Guild meetings

  - Set up space for members and guests to sign in and collect their name tags

    - Sign-in book and name tags stored in Guild library

    - Remind members to return name tags at end of meetings

  - Greet new members and guests; introduce them or facilitate their introduction

  - Inform new members of Guild activities

- Work closely with Treasurer to track renewals and new memberships

  - Accept membership forms from Treasurer after members have paid dues

  - Maintain updated list of dues-paying members

  - Send names of new members to Newsletter Editor and Web Master

- Keep file of membership forms

  - Send form to Newsletter Editor for member renewal in May or June

- Publish annual membership directory

  - Distribute at regular meeting in October, or mail

- Publish and distribute Member Handbook of Policies and By-Laws as required

  - Changes in policies and by-laws, and new members drive this

- Submit proposed budget to Treasurer before September

- Build a committee of Guild members as needed

## WGMV Position Descriptions

### Newsletter Editor

The Newsletter Editor publishes a monthly newsletter during the Guild year, and distributes it to Guild members by snail mail or email.

Term: President appoints.

Experience required: writing and organization skills, familiarity with computer publishing program and email, familiarity with Guild newsletter policy.

Duties and Responsibilities:

- Be familiar with Guild newsletter policy
- Publish a monthly e-newsletter during the regular Guild year, September through June
  - Set and publish publication deadlines for each issue
  - Publish so members receive newsletter NLT one week before each meeting
  - Write, and encourage others to write articles for each issue
  - Notify Treasurer with names and amounts to invoice advertisers
- Coordinate with Membership chairperson to get names/addresses of new members
  - Publish information as directory update
- Budget for printing and postage, and any other expenses related to publishing newsletter
  - Submit proposed budget to Treasurer before September

Separate checklist with details

## Newsletter Editor Checklist

- Be familiar with Guild newsletter policy
- Publish a monthly e-newsletter during the regular Guild year, September through June
  - Set and publish publication deadlines for each issue
  - Publish so members receive newsletter NLT one week before each meeting
  - Send a copy to the Guild Web Master for member-only website
- Write, and encourage others to write articles for each issue
  - Newsletter articles may include, but are not limited to:
    - notices about regular meeting dates, times and locations
    - Secretary's minutes
    - book reviews
    - workshop details
    - biographical sketches of members
    - directory updates with names/addresses of new members
    - tips/lessons learned for spinners and weavers
    - reprints (w/appropriate credit) of other guilds' newsletter articles
    - messages from WGMV leadership or chairs
    - Treasurer's reports
    - what's new in the Guild library
    - for-sale ads from members and nonmembers
    - advertising
  - Ask Vice-President or workshop/program chairperson for articles about each event
- Notify Treasurer with names and amounts to invoice advertisers
- Consider sending newsletter to HGA, Spin-Off, other area weaving guilds
- Coordinate with Membership chairperson to get names/addresses of new members
  - Publish information as directory update
- Budget for printing and postage, and any other expenses related to publishing newsletter
  - Submit proposed budget to Treasurer before September

## WGMV Position Descriptions

### Nominating Committee

The Guild President appoints three Guild members who are not current officers to serve on the Nominating Committee. Nominating Committee members poll Guild members to build a slate of candidates to fill elected positions for the next Guild year.

Term: President appoints; appointment ends with March nomination of candidates.

Experience required: people and communication skills, knowledge of guild activities and jobs, some power of persuasion, and willingness to ask fellow members to serve on behalf of the Guild.

Duties and Responsibilities:

- Contact members who are willing and qualified to fill Guild positions
  - Includes officers (President, Vice-President Elect, Secretary and Treasurer)
  - Can include Trustee(s) and Statutory Agent, as required
- Present a slate of candidates at the March Guild meeting

### Parliamentarian

The Parliamentarian mediates disputes and clarifies questions in the conduct of Guild meetings according to Roberts Rules of Order.

Term: President appoints.

Experience required: familiarity with Guild business and Roberts Rules of Order.

Duties and Responsibilities:

- Makes sure motions, seconds and subsequent votes are done properly during regular meetings

## WGMV Position Descriptions

### President

The President is elected each year by WGMV members to lead the Guild.

The President works with the Board of Directors to set the goals for the guild year, manage its business, and help build teamwork among Guild members.

Term: one year; maximum of two years in a row.

Experience required: people and organization skills, ability to plan and manage activities and to delegate, familiarity with Guild policies, and a willingness to make sure the Guild remains true to its mission; safeguards its assets; and operates in the public interest.

#### Duties and Responsibilities:

- Preside at Guild meetings

  - Vote only to break a tie

- Schedule and preside at Board of Directors meetings

  - Voting member of the Board

  - Use Board meetings as the place for extensive discussion

    - Present choices to Guild membership for discussion or vote as needed

  - Announce Board meeting time, date, location and point of contact

  - Publish an agenda for Board meetings

  - Encourage attendance by any interested members

- Call special meetings, as required

- Appoint all committee chairs; make service appointments

- Communicate with Guild members to keep them informed and connected

  - Media include email, e-newsletter, Guild web page, snail mail and phone

- Act as liaison between WGMV and other guilds

- Sign checks in the absence of the Treasurer

- Oversee the orderly completion of files and accounts, and the transfer of responsibilities to new officers at the end of each year

## WGMV Position Descriptions

### Program Chairperson

The Program Chairperson is in charge of all aspects of the program, as detailed below.

Term: Vice-President Elect, or Vice-President appoints.

Experience required: people skills, ability to organize, plan and manage activities, and to delegate as needed.

Duties and Responsibilities:

- Plan and organize the program

- Host program speaker

- Advertise and promote attendance among WGMV members

- Coordinate actions with Vice-President

- Work closely with Vice-President on any decision to cancel the program

separate checklist with details

## WGMV Position Descriptions

### **Program Chairperson Checklist**

Plan and organize the program

Secure contract with program speaker unless Vice-President Elect has already done it

Contact program speaker to determine his/her needs, and to finalize details

Lodging preferences, dietary issues, arrival/departure details, audiovisual and other support equipment

Arrange for program speaker's transportation and lodging, as required

Secure a location for the program, if it's not part of a regular Guild meeting

Arrange to transport speaker to Guild meeting

Set up the room

Introduce speaker if you attend; if not, arrange to have another member do so

Advertise and promote program

Provide schedule and descriptive information to:

Membership Chairperson for publication in the Guild directory

Newsletter Editor for the e-newsletter

Publicity Chairperson for news releases if appropriate

Web Master

Arrange with Treasurer to pay the speaker

Work closely with Vice-President on any decision to cancel the program

Notify the speaker immediately

Notify members

Cancel room

Coordinate actions with Vice-President

## WGMV Position Descriptions

### Publicity

The Publicity chairperson sends press releases to local news media to announce and publicize Guild meetings, workshops and programs, and Guild sponsored exhibits, sales, shows and demonstrations. Purpose of the publicity is to encourage potential new members, and to create public awareness and appreciation of and interest in the crafts of weaving, spinning, dyeing and related fibers arts.

Term: President appoints.

Experience required: people, organization and writing skills, knowledge of Guild activities, willingness to contact news media to determine their deadline/submission requirements.

Duties and Responsibilities:

- Keep updated list of media outlets, their points of contact, deadlines and limitations

- Contact news media and other publications when Guild activities warrant publicity

  - Media include TV, radio, newspapers (e.g., Go and Neighbor sections of DDN), and magazines including Handwoven and Spin-Off

- Contact Guild chairs, Vice-President for latest information to compile schedule of meetings, workshops, programs, and public events

- Write news releases and submit to the appropriate news medium for publication

  - Send short announcements about monthly Guild meetings as appropriate; include date, time, location, program topic and contact name and number

  - Include Yellow Springs Chamber of Commerce so they can include WGMV in their publicity campaigns

- Collect clippings of newspaper and other print articles, and when possible recordings of electronic media coverage

- Build a committee of Guild members as needed

- Submit proposed budget to Treasurer before September

## WGMV Position Descriptions

### Sales

The Sales chairperson organizes, arranges and publicizes Guild sponsored sale(s). Purpose of sales is to provide members an outlet to sell quality products that reflect the artistic and creative nature of handspun and handwoven items.

The sale(s) can be an integral part of another Guild exhibit or demonstration, or a stand-alone event.

Term: President appoints.

Experience required: people, organization and communication skills, knowledge of handspinning and weaving, and knowledge of Guild activities.

Duties and Responsibilities:

- Work with Vice-President and Exhibits and Demonstration chairs to determine which Guild-sponsored events members have elected to support have sales potential
- Contact Guild members for participants and sale items, etc.
- Ask Board of Directors to activate Encouragement Team
- Schedule drop off locations, dates and times for sales items
- Have a handful of members help arrange items in the sales tent
- Ask Treasurer for Guild cash box with seed money for sales, and receipt book
- Maintain supply of Guild inventory sheets and price tags
- Promote use of Guild brochure and bookmarks as handouts
- Coordinate with Exhibits chair to make sure Newsletter Editor, Web Master and Publicity chair publicize sale(s) internally and publicly
- If member sellers also demonstrate, remind them to record their volunteer hours with the Volunteer Timekeeper
- Submit proposed budget to Treasurer before September

Separate checklist with details

## WGMV Position Descriptions

### Sales Chairperson Checklist

Work with Vice-President and Exhibits and Demonstration chairs to determine which Guild-sponsored events members have elected to support have sales potential

If Guild-sponsored event has no sales potential, seek other opportunities

Possibilities include art centers, arts and craft shows, museums, Yellow Springs Street Fairs, Aullwood Applefest...

Evaluate, and select those with the most visibility and payback potential

Determine sales criteria, requirement to jury, etc.

Determining factor will be Guild members' willingness to support

For the sales event:

Contact Guild members for participants and sale items, etc.

Ask Board of Directors to activate Encouragement Team for Guild-sponsored event

Set time and location for reviews, notify Guild members

Introduce team members in email or newsletter, or both

Publish standards for Guild member review

Schedule drop off locations, dates and times for sales items

Have a handful of members help arrange items in the sales tent

Ask Treasurer for Guild cash box with seed money for sales, and receipt book

Post sale actions:

Check sold and unsold items against inventory sheets

Arrange for members to pick up unsold items

Give inventory sheets to Treasurer to calculate Guild and member take

Maintain supply of Guild inventory sheets and price tags

Revise and reprint inventory sheets and price tags as necessary

Provide to each member seller

Promote use of Guild brochure and bookmarks as handouts

Coordinate with Exhibits chair to make sure Newsletter Editor, Web Master and Publicity chair publicize sale(s) internally and publicly

If member sellers also demonstrate, remind them to record their volunteer hours with the Volunteer Timekeeper

Submit proposed budget to Treasurer before September

## WGMV Position Descriptions

### Secretary

The Secretary is the official record keeper for Guild business, decisions and activities. The Secretary is responsible for recording minutes of regular business and Board meetings, and submitting them to the Newsletter Editor for timely publication.

Term: one year.

Experience required: ability to listen, summarize and to write clearly and accurately.

#### Duties and Responsibilities:

- Attend Board meetings

  - Record minutes as required

  - Provide to Newsletter Editor in time for next month's publication as required

  - Voting member of the Board of Directors

- Attend regular Guild meetings

  - Record proceedings and business transacted

  - Provide to Newsletter Editor in time for next month's publication

- Responsible for general correspondence of the Guild

  - Provide receipts for postage and other Guild expenses to Treasurer

- Keep permanent file of minutes and other Guild correspondence

  - Hand off to successor

- Maintain file of Guild job descriptions and related checklists

  - Includes officers, committee chairs and service appointments

  - Distribute to newly elected/appointed members

  - Make available to Web Master

## WGMV Position Descriptions

### Show and Tell Coordinator

The Show and Tell Coordinator orchestrates the show and tell portion of regular Guild meetings.

Term: President appoints.

Experience required: people and organization skills.

Duties and Responsibilities:

- Set up a table before the regular meeting begins for show and tell items
- Encourage members to place items on the table before the meeting begins
- Moderate show and tell as necessary

### Statutory Agent

The Statutory Agent is elected by the members for a five-year term, and his/her name is filed with the Ohio Secretary of State. The Statutory Agent is the Guild contact for any government demands on the guild by the State of Ohio.

Term: five years; maximum two consecutive terms.

Experience required: understanding of guild operations, ability to communicate with guild and Board members, and State officials.

Duties and Responsibilities:

- Member of the Board of Trustees
- Attend Guild meetings
- Coordinate with Treasurer on any State of Ohio requests

## WGMV Position Descriptions

### Treasurer

The Treasurer receives and keeps account of all dues and money paid to the Guild, and the money spent by the Guild. The Treasurer deposits checks from member dues and other Guild income, writes checks to pay the bills, balances the Guild checkbook, and files the appropriate IRS and State of Ohio paperwork as required by law.

Term: one year.

Experience required: fiscal responsibility, attention to detail, math skills, comfort handling and keeping track of money.

#### Duties and Responsibilities:

- Attend Board of Directors meetings

  - Voting member of the Board

- Attend Guild meetings

  - Present a monthly financial statement at regular Guild meetings

    - Provide a copy to the Secretary and President

    - Forward statements to the Newsletter Editor for publication

- Prepare a draft annual budget for Board of Director's approval before Guild year begins

- Work closely with Membership chair to track renewals and new memberships

  - Collect and deposit membership dues and other Guild revenues

- Collect Guild mail

- Pay all Guild bills within 20 days of receipt

- Balance the checkbook

- Keep petty cash box and funds to use at Guild sales

- Prepare and arrange for annual audit of Guild books and financial statements

- Prepare end of year financial statement

- File the appropriate IRS and State of Ohio paperwork as required by law

Separate checklist for details

## WGMV Position Descriptions

### Treasurer Checklist

Prepare a draft annual budget for Board of Director's approval before Guild year begins  
Include inputs from Guild officers and standing committee chairs

Work closely with Membership chair to track renewals and new memberships  
Collect and deposit membership dues  
Forward membership applications to Membership chairperson

Collect Guild mail at least monthly  
Keep a key to the Guild post office box  
Or provide key to another member who can regularly check PO Box  
Deposit member dues and other revenues received by mail  
Pass remaining mail to appropriate people

Pay bills within 20 days of receipt  
Includes meeting and workshop room rents, magazine subscriptions, payments to program speakers and workshop leaders, library purchases, etc  
Write checks as requested and authorized by the Board of Directors  
Includes honoraria, scholarships, donations, etc.  
Reimburse members for all bills paid with personal funds for Guild business  
For example ,materials for educational displays

Balance the Guild checkbook  
Reconcile bank and Vanguard account statements  
Keep track of all incoming and outgoing funds  
Includes income from membership dues, sale of items at Guild sales, workshop fees, disbursement of funds to members who've sold items at Guild sales, room rent for meetings and workshops, magazine subscriptions, payment to program speakers and workshop leaders

Keep petty cash box and funds to use at Guild sales

Prepare and arrange for annual audit of Guild books and financial statements  
Locate, with approval of Board of Directors, and independent auditor  
Hand books over to the new Treasurer after the audit

File the appropriate IRS and State of Ohio paperwork as required by law  
Prepare and file Ohio Report of Charitable Organization yearly on line at  
[www.ag.state.ohio.us](http://www.ag.state.ohio.us)

File 990N e-postcard yearly at [www.irs.gov](http://www.irs.gov)

Prepare end of year financial statement

## WGMV Position Descriptions

### Trustee

The Trustee is an elected member-at-large who provides oversight of Guild operations on behalf of the members. The Trustee is a member of the Board of Trustees with the President, Treasurer, another Trustee and a Statutory Agent. Guild members elect two trustees on a staggering rotation.

Term: two-year term; maximum of two consecutive terms.

Experience required: understanding of guild operations, ability to communicate with Guild and Board members and willingness to challenge questionable practices.

Duties and Responsibilities:

- Member of the Board of Trustees
- Attend Guild meetings
- Present member issues to the Board of Directors

## WGMV Position Descriptions

### Vice-President Elect

The Vice-President Elect is elected for a two-year term by WGMV members to plan workshops, programs and other activities as Vice-President Elect the first year. The Vice-President Elect assumes the Vice-President position the following year to manage those activities, groom the newly elected VP-Elect, and fill in for the President in the President's absence.

The Vice-President Elect position may be filled by more than one member, i.e., a team or committee to plan programs and workshops for the following year.

Term: two years; first year as Vice-President Elect, second year as Vice-President.

Experience required: people and organization skills, attention to details, familiarity with Guild workshop policy, ability to organize, plan and manage activities, and to delegate as needed.

#### Duties and Responsibilities:

- Attend regular Guild meetings
- Attend Board of Directors meetings
  - Voting member of the Board
- Apprentice to the Vice-President
  - Assume Vice-President position the following Guild year
- Plan programs and workshops for the following Guild year
  - Be familiar with Guild workshop policy
- Schedule meeting room at John Bryan Center for next year's regular Guild meetings
- Schedule other locations as required for holiday party and picnic
- Build a committee of Guild members as needed
- Submit proposed budget to Treasurer before September

Separate checklist for details

## WGMV Position Descriptions

### **Vice-President Elect Checklist**

Plan programs and workshops for the following Guild year

Survey members (formally or informally) to determine interests and ideas

Coordinate with the Scholarship Committee to schedule scholarship recipients who are willing to present a program or mini-workshop

Consider a program for each regular meeting, at least one major workshop, and monthly mini-workshops

Program ideas include:

September “Show and Tell”

December Holiday Party

June Picnic

Member’s Forum

Field Trip

Outside or member speakers

Considerations:

Schedule major workshop(s) that require travel in the Spring to allow members time to sign up and to avoid bad weather forcing a cancellation

Have a backup program if the workshop leader was to present that month’s program

Contact well-known workshop leaders at least a year in advance for schedule and cost information and to get on their schedule

Secure contracts with program speakers and workshop leaders

Each outside speaker or workshop leader must have a signed contract

Fill in the Guild portion of the contract

Send to the workshop leader to sign and return to you

Ask for travel information, lodging preferences, food issues, minimum and maximum number of students, etc

## WGMV Position Descriptions

Determine workshop cost per person

Include cost of the workshop (based on minimum number of students), room rental, and travel, if any - workshop(s) should pay for itself

Include a donation for those facilities that are free

Schedule location for regular guild meetings

Contact the scheduler at the John Bryan Center in Yellow Springs to put Guild meetings on the calendar

Find and schedule locations for the holiday party and picnic

Schedule location for workshop(s)

Options include:

John Bryan Center

Firehouse facilities (Yellow Springs, Beavercreek, Xenia)

Yellow Springs Senior Center

Yellow Springs Library (Saturday only)

Area churches (check Sunday availability)

Greene County Historical Society, Xenia

Considerations:

Access for floor looms, bathrooms, handicap accessibility, outlets, lighting, parking

Build a committee of Guild members as needed

Options are:

Personally manage as Vice-President the programs and workshops you've set up as Vice-President Elect

Find volunteer chairs for all or some of the programs and workshops for the following year

Submit proposed budget to Treasurer before September

Include room rental, program speaker fees, travel

## WGMV Position Descriptions

### Vice-President

The Vice-President Elect assumes the Vice-President position during the second of a two-year elected term. The Vice-President will have planned workshops, programs and other activities as Vice-President Elect the first year, and manages those activities, grooms the newly elected VP-Elect, and fills in for the President in the President's absence as Vice-President during the second year.

Term: two years total; first year as Vice-President Elect, second year assumes Vice-President position.

Experience required: people and organization skills, ability to plan and manage activities, and to delegate, familiarity with Guild workshop policy.

#### Duties and Responsibilities:

- Attend regular Guild meetings
  - Preside in President's absence
- Attend Board of Directors meetings
  - Preside in President's absence
  - Voting member of the Board
- Manage programs and workshops set up the year before as Vice-President Elect
  - Be familiar with Program Chairperson and Workshop Chairperson checklists
  - Make sure appointed program and workshop chairperson is familiar with the appropriate checklist
- Be familiar with Guild workshop policy
- Make sure programs and workshops are advertised and promoted among Guild members, and to other guilds as necessary
- Cancel workshop(s) if minimum number of students agreed on in the contract not met
- Build a committee of Guild members as needed

Separate checklist with some details (more details are in Program Chairperson and Workshop Chairperson checklists)

## WGMV Position Descriptions

### **Vice-President Checklist**

Manage programs and workshop(s) set up the year before as Vice-President Elect

Options are to personally execute, or appoint a chairperson for individual programs and workshops

Details for managing programs and workshops are in separate checklists for Program Chairperson or Workshop Chairperson

Make sure the appointed chairperson for a program or workshop is familiar with the applicable checklist

Be familiar with Guild workshop policy

Make sure programs and workshops are advertised and promoted among Guild members, and to other guilds as necessary (details in Program Chairperson and Workshop Chairperson checklists)

Cancel workshop(s) if minimum number of students not met

Notify the workshop leader immediately

Notify students

Cancel room

Arrange with Treasurer to pay program speakers and workshop leaders

## WGMV Position Descriptions

### Volunteer Timekeeper

The Volunteer Timekeeper keeps track of the events and the number of hours members have volunteered in demonstrating during the year. The volunteer hours are an important factor in the Guild's mission of public education and its tax-exempt status.

Term: President appoints.

Experience required: people and organization skills.

Duties and Responsibilities:

- Maintains log of events supported, names of volunteers and the hours they spent demonstrating

- Works closely with Exhibits, Sales and Demonstration chairs to make sure members record their volunteer hours

- Remind members during regular Guild meetings to record their volunteer hours

### Web Master

The Web Master administers and maintains the Guild website.

Term: President appoints.

Experience required: writing and organization skills, attention to detail, familiarity with computers and website design.

Duties and Responsibilities:

- Maintain current website

  - Coordinate with Newsletter Editor, Vice-President, Vice-President Elect, and Program, Workshop and Publicity chairs for timely information

    - Includes meeting dates, times and location

  - Coverage of Guild programs, workshops, demonstrations, and exhibits

  - Guild newsletter (sanitized version for public viewing; unsanitized for members)

  - Post names of newly elected officers and appointed chairpeople

  - Update other features of the website as required

- Submit proposal for budget to Treasurer before September

## WGMV Position Descriptions

### Workshop Chairperson

The Workshop Chairperson is in charge of all aspects of the workshop, as detailed below.

Term: Vice-President Elect, or Vice-President appoints.

Experience required: people skills, attention to details, ability to organize, plan and manage activities, and to delegate as needed, familiarity with Guild workshop policy.

Duties and Responsibilities:

- Plan and organize the workshop

  - Be familiar with Guild workshop policy

- Advertise and promote attendance among WGMV members and other guilds as necessary

- Coordinate actions with Vice-President

- Work closely with Vice-President on any decision to cancel the workshop

separate checklist with details

## WGMV Position Descriptions

### Workshop Chairperson Checklist

Plan and organize the workshop

Be familiar with Guild workshop policy

Secure a location for the workshop, unless Vice-President Elect has already done it

Secure contract with workshop leader unless Vice-President Elect has already done it

Contact workshop leader to determine his/her needs, and to finalize details

Lodging preferences, dietary issues, arrival/departure details,  
pre-workshop instructions for students, audiovisual and other support  
equipment

Arrange local transportation, accommodations and meals for workshop  
leader as required

Notify attendees of supply list, materials costs, lunch plans, workshop location  
and hours, etc

Set up the room

Provide name tags

Coordinate with Hospitality Chairperson to have coffee, etc.

Introduce workshop leader to fellow students, collect materials fees and aid  
workshop leader if you attend; if not, arrange to have another student do so

Advertise and promote programs and workshop(s) among Guild members, and to other  
guilds as necessary

Provide schedule and descriptive information to:

Membership Chairperson for publication in the Guild directory

Newsletter Editor for the September e-newsletter

Publicity Chairperson for news releases

Web Master

Circulate a sign-up sheet at regular Guild meetings

## WGMV Position Descriptions

Make sure deposits and balances are paid on time according to Guild workshop policy

Send workshop(s) information to other guilds to meet minimum number of students agreed on in the contract if not met by WGMV

Consideration: if workshop is one student short, and WGMV students don't want to share an increase in cost to cover, propose that the Board of Directors authorize funds to make up the difference

Work closely with Vice-President on any decision to cancel the workshop

Notify the workshop leader immediately

Notify students

Cancel room

Arrange with Treasurer to pay the workshop leader (workshop fee and materials costs)

Coordinate actions with Vice-President