

WRSW Jobs and Responsibilities Handbook

Purpose:

This handbook has been created to provide a standardized framework for the management of the elected and appointed offices of the Western Reserve Spinners and Weaver Guild. It is answering the probably universal cries of most Guilds: “What does that job entail?” and “Why can’t I get more people to help?” It is our hope that by clarifying jobs and responsibilities, and setting up the structure to work within the framework of teamwork, that all will discover that WRSW will continue to be a strong and vibrant beacon into Northeast Ohio and beyond because all decide to do some, rather than a few try to do too much.

Officers portion approved by Guild membership on September 22, 2015; Balance of the document approved by Guild membership on February 23, 2016. The entire Handbook was revised and approved by Guild membership on March 26, 2019. The Audit, Budget, and RAAM points sections were revised and approved by Guild membership on October 27, 2020.

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2020 Handbook Committee: Mo Doerner, Sheri Gittinger, JoEllen Salkin

Definitions:

Officers: The officers are ELECTED by the GUILD MEMBERSHIP, and consist of the President, Vice President, Secretary, and Treasurer. These positions are held for 1 year, though some of the positions may lend themselves to people remaining longer, as the duties or expertise requires. The officers are expected to “hold forth the beacon” of the Guild and its purpose, which is “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts” through their careful administration and vigilance over Guild activities. The officers’ jobs and responsibilities are noted in the first part of this document.

Committees:

Standing Committees are permanent committees appointed to deal with a specified subject.

The Standing Committee chairs, other than Programs which is chaired by the Vice President and the SIG Chair who is chosen by the SIG facilitators, are APPOINTED by the PRESIDENT, and consist of Workshops, Shows and Events, Hospitality, Publicity, Membership, Website, Librarian, and Reimbursement Award for Active Membership and Newsletter. Whereas Officers usually have a term of duty, participation on a Standing Committee can be as long as the member likes – from 1 year to a lifetime. Standing Committees are made up of people who may have a special talent or ability or “knack” that they can offer the Guild, and their natural or developed interests in these non-fiber areas can be used to enhance the Guild.

Ad Hoc Committees are temporary committees set up for a specific short-term purpose.

WRSW Jobs and Responsibilities Handbook

The Ad Hoc Committees are the Nominating, Audit, and Budget Committees which typically only last for 1-3 months. Ad Hoc Committees are made up of people who may have a special talent or ability or “knack” that they can offer the Guild, and their natural or developed interests in these non-fiber areas can be used to enhance the Guild.

The Standing and Ad Hoc Committees’ jobs and responsibilities are noted in the second part of this document.

Appendices: We have placed in the appendices some basic formats, boilerplates, and flowcharts that can be used in basic Guild communications or as a timeline for duties that require teamwork. This has been done to show the ease of communication that can take place, and to model what it can look like when we are all working together for a common goal... “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts.”

Note for future updates: this is a fluid document, and will be changed and updated as Guild duties and capacities change. Reviews and updates should occur each calendar year divisible by 5 as needed.

Job: President

Description from Bylaws: The President shall preside at all meetings, exercise general supervision, introduce guests and new members, and appoint, as needed, and oversee the Chairs for all Standing Committees set forth in Article V in the Bylaws and for special committees as needed.

Strengths: The President is the “keeper of the flame” in terms of the Guild’s mission statement “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts.” This is what should inform and provide the motivation for all interactions with the executive committee, the chair heads, and with the Guild membership at large.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Duties:

1. Appoints Standing Committee Chairs (Programs, Workshops, Shows and Events, Hospitality, Publicity, Membership, Website, Librarian, Special Interest Groups, Reimbursement Award for Active Membership, and Newsletter Committees) Chairs as needed and oversees the general running of all Guild business.
2. Fill Officer vacancies as needed, with the approval of the Executive Committee.
3. Will be a signatory on the Guild’s bank accounts and in the absence or inability of the Treasurer is authorized to sign checks and transact business on the bank accounts.
4. Hold two or more Executive Committee meetings per year; the first to be held prior to the February Guild meeting.
5. Oversee newsletter in terms of content.
 - a. Provide a President’s Letter for each edition.
 - b. Sign off on final newsletter copy before going to publication.

WRSW Jobs and Responsibilities Handbook

6. Initiate and oversee yearly audit of finances, which takes place at the first Executive Committee meeting of the year.
7. Choose location and date of the holiday party.
8. Attend regularly scheduled Guild meetings.
9. Assist the incoming President in the transition of duties.

Job: Vice President

Description from Bylaws: The Vice President shall be the Chair of the Program Committee and be responsible for all meeting programs and the oversight of the Workshops Committee and preside in the absence of the President.

Strengths: The Vice President is the first supporter of the President and the main example of the Guild's mission statement "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts." Recognize the educational needs of the Guild membership when exploring future programming.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Duties:

1. Chair of Programs Committee.
 - a. Will choose at least 2 other individuals from the membership to serve on the committee.
 - b. Initiate and lead the Program Committee meetings
 - c. Coordinate activities with the Workshops Committee
2. Responsible for all programs for the next calendar year during current year in office.
3. Will be a signatory on the Guild's bank accounts and in the absence or inability of the Treasurer is authorized to sign checks and transact business on the bank accounts.
4. Preside in the absence of the President.
5. Other duties as directed by the President.
6. Attend regularly scheduled Guild meetings.
7. Assist the incoming Vice President in the transition of duties.

Job: Secretary

Description from Bylaws: The Secretary shall keep the minutes of all regular monthly and Executive Committee meetings, copies of the membership lists, copies of the Treasurer's monthly and annual reports, and will oversee correspondence, as needed.

Strengths: The Secretary is the support person for the Guild by maintaining historically accurate records of the meetings to support the Guild's mission - - "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts." Accuracy and timeliness is important.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

WRSW Jobs and Responsibilities Handbook

Duties:

1. Keep and retain minutes of all monthly and Executive Committee meetings for archival purposes, and forward a copy of the minutes of monthly Guild meetings to the webmaster.
2. Compose and send correspondence, as needed.
3. Attend regularly scheduled Guild meetings.
4. Other duties as directed by the President.
5. Assist the incoming Secretary in the transition of duties.

Job: Treasurer

Description from Bylaws: The Treasurer shall receive and disburse all monies and present a statement of the current financial condition at all meetings of the Executive Committee and Guild membership. The Treasurer shall prepare an annual financial report/overview to be presented at the February Guild meeting and timely submitted to the Audit Committee for its report due at the February Guild meeting. The Guild's fiscal year is from January 1 to December 31.

Strengths: The Treasurer is organized and supportive and facilitates the promotion of the Guild's mission statement "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts." Accurate and timely bookkeeping skills.

Requirements: Must have ready access to the Internet and a computer for ease of communication, and be familiar with Excel or similar spreadsheet program.

Duties:

1. Manages deposits and disbursements.
2. Submits financials to the Audit Committee in January and advise the Audit Committee of the date the audit is due for preparation for the first Executive Committee meeting of the year.
3. Maintains bank accounts for the Guild
4. Will be the primary signatory of the Guild's bank accounts.
5. Maintain current and accurate log-ins and passwords for the Guild's bank accounts.
 - a. Will share this information with the President and Vice President
 - b. Will change the passwords annually.
6. Will receive the membership form and dues.
7. Will inform the Officers and Standing Committee Chairs of new members.
8. Will serve as a member of the Budget Committee.
9. As a member of the Reimbursement Award for Active Membership committee, the Treasurer reviews qualified applications and disburses reimbursements under the direction of the committee.
10. Attend regularly scheduled Guild meetings.
11. Other duties as directed by the President.

WRSW Jobs and Responsibilities Handbook

12. Assist the incoming Treasurer in the transition of duties.

Standing Committees

Programs

Description from Bylaws: Programs. The Vice President shall Chair this Committee which shall plan programs for Guild meetings for the following calendar year and have oversight of the Workshops Committee. The Vice President shall participate in an advisory capacity for one (1) year after the conclusion of her/his term(s). A member of this Committee shall introduce speakers.

Strengths: Members of this committee may enjoy creating educational environments for others. They may have skills in events planning, finding programs that further the Guild mission “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts” by finding speakers, events, field trips, and workshops that will engage the Guild membership. Ability to make advance planning and provide follow up support a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: for efficient running of this committee there should be a Chair (the Vice President) and a minimum of 2 other committee members.

Duties:

1. In conjunction with the Workshops Chair, create a biennial needs assessment on each even-numbered year to determine Guild educational needs.
2. Planning the next year’s programs. During the current year this committee makes the plans for the next calendar year of programs. The sooner that this process begins the better, for it may take several months to set this up. In order to properly entice members to look forward to the next year’s meetings, a list of programs should be ready to share by the October meeting and then sent to the Publicity Chair for an e-blast. The Guild has voted for a budget of \$150 for each outside speaker who presents a program (or as amended in the future) to be set aside each year for the use of materials and fees paid towards programs. Coordinate facility use with assigned Farmpark representative.
3. Upon the request of the Budget Committee in December of each year, the Programs Chair shall submit the following year’s anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
4. The Programs Committee will coordinate with the Publicity Committee for the creation of all media.
5. The Programs Committee will coordinate with the Treasurer for any events requiring bookkeeping.
6. The Programs Committee will use the Guild website, newsletter and surveys (or other tools) to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of their committee tasks.

WRSW Jobs and Responsibilities Handbook

7. Oversee all Guild volunteer help associated with Guild sponsored programs.
8. Attend regularly scheduled Guild meetings.
9. The Programs Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
10. The Programs Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
11. Other duties as directed by the President.
12. Assist the incoming Programs Committee Chair in the transition of duties.

Workshops Committee

Description from Bylaws: The Workshops Committee shall plan and schedule workshops for the following calendar year. The Chair will keep the Vice President informed of this Committee's activities and shall participate in an advisory capacity for one (1) year after the conclusion of her/his term(s). A member of this Committee shall introduce speakers.

Strengths: Members of this committee may enjoy creating educational environments for others. They may have skills in events planning, finding programs that further the Guild mission "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts" by finding speakers, events, field trips, and workshops that will engage the Guild membership. Ability to make advance planning and provide follow up support a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: For efficient running of this committee there should be a Chair and a minimum of 2 other committee members.

Duties:

1. Create a biennial needs assessment on each even-numbered year to determine Guild educational needs.
2. Planning the next year's workshops. Utilize Guild contract (*see appendices*). Traditionally we have had 2 workshops a year, one in the spring and one in the fall. Because most nationally known teachers plan their calendars out 2 years in advance, it's imperative that confirmation the Spring workshop should happen as early as possible, preferably by March 31 of the year before the workshop. The Fall workshop should be confirmed by June 30 of the year before the workshop. Locating appropriate facilities is also important. With our current arrangement, Lake Metropark Farmpark gives us rent free space for one workshop, and to this point we've used that free space for our biggest (longest) workshop of the year. Any other workshops may be given at Farmpark as well, but it is suggested that we give a financial gift in thanks for the use of the space...usually about \$150 (in 2018). Programs should be planned with the educational needs of the Guild membership in mind. *Please note* that the proceeds of our workshops go towards the upkeep of our Reimbursement for

WRSW Jobs and Responsibilities Handbook

- Active Membership Program, so workshops should not be planned to merely “break even”. Topics of study should have broad appeal within the scope of the discipline.
3. Coordinate facility use with assigned Farmpark representative.
 4. The Workshops Committee will coordinate with the Publicity Committee for the creation of all media.
 5. The Workshops Committee will coordinate with the Treasurer for any events requiring bookkeeping.
 6. The Workshops Committee will use the Guild website and newsletter as needed to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of their committee tasks.
 7. Oversee all Guild volunteer help associated with Guild sponsored programs and workshops.
 8. Attend regularly scheduled Guild meetings.
 9. The Workshop Chair may revise the mileage amount which should not be less than the IRS business mileage rate.
 10. The Workshops Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
 11. The Workshops Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
 12. Upon the request of the Budget Committee in December of each year, the Workshops Chair shall submit the following year’s anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
 13. Other duties as directed by the President
 14. Assist the incoming Workshops Committee Chair in the transition of duties.

Shows and Events Committee

Description from Bylaws: This committee shall be responsible for organizing shows and special events.

Strengths: Members of this committee may enjoy creating events that feature the talents of Guild members by means of various shows, demonstrations, sales opportunities, or displays of many kinds. They may have abilities in events planning, or creating special events that further the Guild mission “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts” by Guild members to the community at large. They are interested in promoting Guild outreach into the community. Ability to make advance planning and provide follow up support a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: for efficient running of this committee there should be a Chair and a minimum of 2 other committee members.

Duties:

1. Encourage Guild members to participate in Guild outreach opportunities whenever possible.

WRSW Jobs and Responsibilities Handbook

2. Oversee Guild demonstration opportunities. Members of this committee will confirm with Farmpark the two yearly demonstration obligations that we have to maintain access to free Guild meeting space and one large workshop space. This committee will also manage all signups at the meetings and notification via the website of pending Farmpark demonstration obligations. This committee will also receive any requests from outside parties for craft demonstration and determine viability, including follow up and personnel assignment, as needed.
3. Oversee display of Guild articles at local libraries. Members of this committee will arrange for appropriate items, display times, and set up/break down personnel to assist with all display opportunities.
4. Oversee all other Guild special events and shows, including fashion or art shows and sales opportunities, as needed.
5. The Shows and Events Chair will coordinate with the Publicity Chair for the creation of all media, Guild signage and booth paraphernalia.
6. The Shows and Events Chair will coordinate with the Treasurer for any events requiring bookkeeping.
7. The Shows and Events Chair will use the Guild website and newsletter as needed to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of their committee tasks.
8. Oversee all Guild volunteer help associated with Guild sponsored outreach events.
9. The Shows and Events Chair will keep attendance sheets at Lake Farmpark events and share with the RAAM Committee Chair.
10. Attend regularly scheduled Guild meetings.
11. The Shows and Events Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
12. The Shows and Events Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
13. Upon the request of the Budget Committee in December of each year, the Shows and Events Chair shall submit the following year's anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
14. Other duties as directed by the President.
15. Assist the incoming Shows and Events Chair in the transition of duties.

Hospitality Committee

Description from Bylaws: Hospitality. This Committee shall be responsible for organizing refreshments served at meetings and workshops.

Strengths: Members of this committee may enjoy showing hospitality to Guild members and guests by providing food and drink. They may have abilities in setting a lovely table, or by creating a comfortable and welcoming place through refreshments. They are interested in assisting the Guild by creating a

WRSW Jobs and Responsibilities Handbook

welcoming atmosphere to meetings and to workshops. Ability to make advance planning and provide follow up support a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication. Ability to house/store all Guild coffeepots, serving ware, tableware, and other service paraphernalia.

Personnel: for efficient running of this committee there should be a Chair and a monthly volunteer.

Duties:

1. Encourage Guild members to participate by providing, setting up, and clearing of refreshments by means of a sign-up sheet at the start of each year. Follow up with those who have signed up to confirm participation that month.
2. Replace or update Guild service supplies as needed and provide receipts to the Treasurer for reimbursement.
3. The Hospitality Chair will coordinate with the Workshops Chair for refreshment needs at all workshops.
4. The Hospitality Chair will coordinate with the Shows and Events Committee for refreshment needs at all Guild shows and events, as needed or required.
5. The Hospitality Chair will use the Guild website and newsletter as needed to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of committee tasks.
6. Oversee all Guild volunteer help associated with Guild hospitality needs.
7. Attend regularly scheduled Guild meetings.
8. The Hospitality Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
9. The Hospitality Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
10. Upon the request of the Budget Committee in December of each year, the Hospitality Chair shall submit the following year's anticipated expenses for the purpose of budget forecasting. by the deadline set by the Budget Committee
11. Other duties as directed by the President.
12. Assist the incoming Hospitality Chair in the transition of duties.

Publicity Committee

Description from Bylaws: This Committee shall be responsible for all publicity, social media, photography, and promotions of meetings, shows, special events, other Guild activities and coordinate with the Website Chair, as needed.

Strengths: Members of this committee may enjoy designing creative layouts for print/Eprint materials for special events. They may have abilities in marketing that could embrace the Guild mission "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts." They may enjoy making

WRSW Jobs and Responsibilities Handbook

connections in the fields of newspapers, local television or radio in order to support Guild activities. They are interested in promoting Guild outreach into the community. Ability to work in tandem with other committees to create the appropriate support materials is a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication. Must be willing to learn Microsoft Publisher or similar program in order to create professional looking materials that reflect the WRSW brand.

Personnel: for efficient running of this committee there should be a Chair and a minimum of 2 other committee members.

Duties:

1. Coordinate with other Standing Committees to create high quality promotional materials. This may involve reminding the Workshop committee to obtain appropriate workshop course descriptions in Word document format, and project photos and instructor headshots in JPG or TIF formats that can be used for workshop flyers and promotional pieces.
2. The Publicity Chair will keep the membership informed of upcoming Guild meetings and events. Notices should be sent out approximately 2 weeks prior to the event, and if possible, a follow up reminder 2-3 days before the event.
3. Connect with other local area Guilds to promote WRSW activities when necessary.
4. Make connections in radio, television, and internet/printed media, as needed. This includes trade publications like Handwoven, Spin Off, and Shuttle, Spindle & Dyepot, for example.
5. The Publicity Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
6. The Publicity Chair will use the Guild website and newsletter as needed to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of their committee tasks.
7. The Publicity Committee shall coordinate with the Website Committee and the Newsletter Committee to maintain a consistent brand that represents the Guild.
8. Oversee all Guild volunteer help associated with Publicity needs.
9. Attend regularly scheduled Guild meetings.
10. The Publicity Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
11. Upon the request of the Budget Committee in December of each year, the Publicity Chair shall submit the following year's anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
12. Other duties as directed by the President.
13. Assist the incoming Publicity Committee Chair in the transition of duties.

Membership Committee

WRSW Jobs and Responsibilities Handbook

Description from Bylaws: This Committee shall be responsible to maintain a current membership list, send out the welcome letter to new members, and greet new members at Guild meetings.

Strengths: The Membership Committee is the first impression of the Guild to new members in terms of a welcome and as an introduction to the Guild's activities and the Guild's mission - - "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts."

Requirements: Must have ready access to the Internet and a computer for ease of communication, ability to maintain membership database in a spreadsheet program.

Duties:

1. Introduce guests and new members at Guild meetings.
2. The Membership Chair will be informed by the Treasurer to update the membership list.
3. The Membership Chair will create nametags for all members and bring them to each meeting, or solicit another Guild member to bring them.
4. The Membership Chair will send out the Welcome Packet Letter which includes the welcome letter (*see appendices for form cover letter*) and links to the most recent newsletter, current workshop materials, and other pertinent information, as needed. This information will be sent via the USPS to those individuals without access to email.
5. The Membership Chair will pass around an attendance sign-up sheet at meetings, and transfer the names to an attendance log. A copy will be sent to the Chair of the RAAM Committee.
6. Will inform the Officers, Standing Committee Chairs, and SIG Facilitators of new members by copying them on the Welcome Packet Letter.
7. Attend regularly scheduled Guild meetings.
8. The Membership Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
9. The Membership Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
10. Upon the request of the Budget Committee in December of each year, the Membership Chair shall submit the following year's anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
11. Other duties as directed by the President.
12. Assist the incoming Membership Chair in the transition of duties.

Website Committee

Description from Bylaws: This Committee will maintain the Guild's website, monitor revisions, ensures that all website pages are kept current, and coordinate with the Publicity Chair, as needed.

Strengths: The Website Committee promotes the Guild's mission statement "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts." These individuals should have technology

WRSW Jobs and Responsibilities Handbook

knowledge or an interest in learning the necessary technology to support the Guild's website and to promote the Guild.

Requirements: Must have ready access to the Internet, appropriate hardware, and a computer for ease of communication.

Duties:

1. Maintain the Guild's website, monitor revisions, and keep all website pages current.
2. Place new members on the roster and update access to the Members Only section of the website as they join.
3. The Website Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
4. The Website Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
5. The Website Committee shall coordinate with the Publicity Committee and the Newsletter Committee, as well as other Standing Committee Chairs, to maintain a consistent brand that represents the Guild.
6. Attend regularly scheduled Guild meetings.
7. Upon the request of the Budget Committee in December of each year, the Website Chair shall submit the following year's anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
8. Other duties as directed by the President.
9. Assist the incoming Website Chair in the transition of duties.

Library Committee

Description from Bylaws: The Librarian shall be responsible for the organization and control all reference materials.

Strengths: The Library Committee promotes the Guild's mission statement "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts" by suggesting and providing books from the Guild library, and is also involved in the purchasing of new materials (under Executive Committee direction) that also supports the Guild's mission.

Requirements: Must have ready access to the Internet and a computer for ease of communication, and be familiar with Library Thing entry system or willing to learn.

Duties:

1. The Library Chair shall be willing to provide physical housing of the Guild Library.
2. The Library Chair shall catalog and maintain library listing in LibraryThing.com software.
3. The Library Chair provides or solicits a book/video review for each issue of the newsletter.

WRSW Jobs and Responsibilities Handbook

4. The Library Chair provides a selection of recommended books for upcoming programs in the newsletter.
5. The Library Chair provides a selection of recommended books at each program.
6. The Library Chair, under the direction of the President and Executive Committee, will be authorized to make purchases for the library that reflect the mission of WRSW.
7. The Library Chair responds to requests from the members who want to borrow books or videos.
8. The Library Chair shall maintain a list of reviews of books, DVDs, etc. that have been published in the Guild's newsletters.
9. The Library Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
10. The Library Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
11. Attend regularly scheduled Guild meetings.
12. Upon the request of the Budget Committee Chair in December of each year, the Library Chair shall submit the following year's anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
13. Other duties as directed by the President.
14. Assist the incoming Library Chair in the transition of duties.

Special Interest Groups (SIG)

Description from Bylaws: Special Interest Groups ("SIGs). The SIG Committee Chair oversees the SIGs, meets with the individual SIGs, and must be the chair or co-chair of one of the individual SIGs. The individual SIG heads are facilitators and will choose the SIG Committee Chair.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: As of 2018 SIG facilitators are in the following areas: Focus on Felt, Spinning, Weaving, and Rigid Heddle Weaving which may change as needed to reflect the needs of the Guild. This list of duties can be revised as needed to include any special interest groups that will be added or removed in the future. *One of these facilitators should be appointed chair by the consensus of the other SIG facilitators, and represent the SIGs at the Executive Committee meeting.*

Duties of the SIG Chair are below and in the Appendices:

1. Oversee and coordinate the meeting times, dates and locations of all SIG meetings
2. Provide an update of SIG activities for each issue of the Guild newsletter, and submit by 2 weeks before publication.
3. Attend regularly scheduled Guild meetings.

WRSW Jobs and Responsibilities Handbook

4. The SIG Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
5. Other duties as directed by the President
6. For further details and any other questions, please refer to the SIG guidelines in the Appendices
7. Assist the incoming SIG Chair in the transition of duties.

Duties of the SIG Facilitators are in the Appendices.

Reimbursement Award for Active Membership (RAAM) – revised 8/22/17

Administration of reimbursement: A committee will be chosen to administer the reimbursement. It should include the Treasurer and at least 2 other people. The committee will not need to choose from among the applications, but will need to make sure that all eligible recipients fulfill application requirements for reimbursement.

Description from Bylaws: Reimbursement Award for Active Membership (“RAAM”). This Committee will include the Treasurer and at least 2 other people. The Committee must a) ensure that all applicants have fulfilled the application requirements for reimbursement, and b) keep track of each member’s points pursuant to the point system set forth in the Handbook.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: Treasurer and 2 other committee members.

Duties: (for any questions please refer to the RAAM documentation in the appendices)

1. To maintain the Guild point spreadsheet monthly and be ready to report, as necessary.
2. Verify potential recipient’s eligibility and administer their account appropriately.
3. Review incoming documentation from recipients to confirm appropriate steps have been taken:
4. The RAAM Chair shall determine by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
5. Upon the request of the Budget Committee in December of each year, the RAAM Chair shall submit the following year’s anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
6. Attend regularly scheduled Guild meetings.
7. Assist the incoming RAAM Chair in the transition of duties.

Newsletter Committee

Description from Bylaws: The Newsletter Editor shall be responsible for the publication and distribution of the newsletter to members.

WRSW Jobs and Responsibilities Handbook

Strengths: The Newsletter Committee creates the publication that reflects in printed form the mission statement of the Guild - “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts.”

Requirements: Must have ready access to the Internet and a computer for ease of communication. Must be willing to learn Microsoft Publisher or similar program.

Duties:

1. The Newsletter Chair shall choose a team member to assist who has complementary skills to assist.
2. The Newsletter Team creates a newsletter 5 times a year: February/March, April/May, June/July, August/September, and October/November.
3. The Newsletter Chair shall send reminders to Officers, Standing Committee Chairs, and SIG facilitators for submissions one month prior to publication date.
4. The Newsletter Chair shall submit a final draft to the President prior to publication for final sign off.
5. The Newsletter Chair shall use the content template (*see appendices*) for editions, adding in additional content as available or required.
6. The Newsletter Chair shall send newsletters to the Website Chair for posting on the Guild’s website and archival purposes. Newsletters will be sent via USPS to members who do not have access to email.
7. The Newsletter Committee shall coordinate with the Publicity Committee and the Website Committee to maintain a consistent brand that represents the Guild.
8. The Newsletter Chair shall report to the Reimbursement Award for Active Membership (RAAM) Committee Chair by December 31st if any active committee member is entitled to RAAM points, and the number of points earned.
9. The Newsletter Chair shall submit the Reimbursement Form and attached receipts to the Treasurer for any incurred expenses.
10. Upon the request of the Budget Committee in December of each year, the Newsletter Chair shall submit the following year’s anticipated expenses for the purpose of budget forecasting by the deadline set by the Budget Committee.
11. Attend regularly scheduled Guild meetings.
12. Other duties as directed by the President.
13. Assist the incoming Newsletter Chair in the transition of duties.

Executive Committee

Description from Bylaws: This Committee shall consist of the Officers and the Standing Committee Chairs, and will meet upon the call of the President.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: President, Vice President, Secretary, Treasurer, Standing Committee Chairs.

WRSW Jobs and Responsibilities Handbook

Duties:

1. Attend Executive Committee meetings which will be held a minimum of two times per year; the first prior to the February Guild meeting.
2. Discuss current events and needs.
3. Discuss future goals and needs.
4. The Executive Committee will approve Guild agenda items which require a vote by Guild members.
5. Discuss and vote upon all other Guild issues that do not require a vote by the Guild members.
6. Attend regularly scheduled meetings.

Ad Hoc Committees

Audit Committee

Description from Bylaws: The President shall request three (3) members to serve as an Audit Committee at the November Guild meeting who shall meet timely after the end of the Guild's current fiscal year so that the audit will be completed and presented by the Audit Committee at the February Guild meeting. This involves a review of the financial records from the Guild's immediate past fiscal year. The purpose is to review the Treasurer's annual report/overview, checking account statements, receipts, deposits, invoices, expenses, and the check register to reasonably determine that they are accurate.

Duties:

1. The Audit Committee will receive the Guild's financial documents and due date of the audit from the Treasurer shortly after the beginning of each year.
2. The Audit Committee shall complete its audit report and provide it to the President by the due date.

Budget Committee

Description from Bylaws: The President shall request a minimum of three (3) members, one of which is the Treasurer, to serve as the Budget Committee at the November Guild meeting. The annual budget shall be for the Guild's next fiscal year. The Budget Committee shall meet timely after the end of the Guild's current fiscal year so that the Guild's annual budget is completed and presented by the Budget Committee for review and approval at the February Guild meeting.

Duties:

1. In December of each year the Budget Committee shall submit a request to each Standing Committee Chair, with the exception of the SIG Chair, for the Standing Committees' following year's anticipated expenses for the purpose of budget forecasting.

WRSW Jobs and Responsibilities Handbook

2. The Budget Committee shall develop the Guild's budget for the following year and submit it to the Executive Committee for review and approval in time for submission to the Guild members at the November Guild meeting.

Nominating Committee

Description from Bylaws: The President shall request three (3) members to serve as a Nominating Committee at the August Guild meeting. Committee members must be in good standing with at least one year of active participation and may not nominate themselves for office. The Nominating Committee shall present a slate of proposed officers to the membership no later than the fourth (4th) Tuesday in September.

WRSW Jobs and Responsibilities Handbook

Appendices –

Welcome Packet Letter:

Dear _____,

Welcome to Western Reserve Spinners and Weavers Guild! We have a lot of exciting things happening this year—our _____—and are glad that you have chosen to join us.

There are many ways to stay in touch with other members and stay informed of WRSW activities:

- **[WRSW web site](#)** Your name has already been added to the Roster and you now have access to the **[Members Only](#)** section of the web site. Your sign-in is _____ and your password is pickapassword, which you can change by clicking on the “forgot password” after your initial sign-in. When you sign in, please check the Roster to insure that your name and address are correct.
- **Email** Your email address has been added to the list to receive any updates from both the Members Only and Public areas of the WRSW web site. You may unsubscribe at any time.
- **[Special Interest Groups](#)** The following SIGs are available for you to join at no additional charge (except for materials): Focus on Felt, Rigid Heddle, Spinning, and Weaving. .
- **[Yahoo Group](#)** We encourage you to join our Yahoo list serve if you wish to participate in social chit chat, ask questions or list announcements. Just another way to stay informed.

I have attached some more information for you including the Meeting Schedule with Topics SIG schedule, the most recent issue of our newsletter and information on upcoming workshops. We meet on the 4th Tuesday of each month (except January), 7:00 PM, at Lake Metroparks Farmpark, **[8800 Chardon Road, Kirtland, OH 44094](#)**. Join us from 6 – 7 before the meeting with your current project for some casual work time and our show and share at 6:45 PM!

Our next meeting is _____. We hope to see you there!

Sender’s Name

WRSW Jobs and Responsibilities Handbook

Content Template for Newsletter: newsletter should have this every issue

1. Logo
2. Name of Organization
3. Date of Publication or Issue
4. Mission Statement
5. Affiliations (E.G. HGA, Midwest Weavers, etc.)
6. Names and contact information (Email): Officers, Committee Chairpersons
7. Technology links
 - a. Guild Website – strictly for Guild business
 - b. Yahoo Group – off topic – not used for Guild business
 - c. LibraryThing – a listing of WRSW’s library holdings
 - d. Café Press store for WRSW swag
8. Meeting Calendar – for a minimum of 3 meetings, or more as space allows.
9. Paragraphs on upcoming programs covered in the issue.
10. President’s Letter
11. Library – book review/New Acquisitions
12. SIG reports: Focus on Felt, Rigid Heddle, Spinning, Weaving, etc.
13. Committee News
 - a. Reimbursement Award for Active Membership – February notice of recipients, articles presented throughout the year.
 - b. Membership – Announcement of new members
 - c. Shows & Events – if anything is pertinent for the “shelf life” of the newsletter
 - d. Programs – if anything is pertinent for the “shelf life” of the newsletter
 - e. Workshops – if anything is pertinent for the “shelf life” of the newsletter
14. Notices pertaining to workshops offered by other Guilds. These should be added as space allows, and not take up more than 1/3 to ½ page.

WRSW Jobs and Responsibilities Handbook

Copy of WRSW Workshop contract (actual electronic copy to be given to Workshop Committee Chair):



Instructor:

Address:

Phone:

Email:

Workshop Title:

Workshop Dates:

Workshop Times:

Workshop Fee:

Supply Fee:

Travel Expenses: \$.56/mile*

Willing to stay with a Guild member?

Lodging Expenses:

Food Expenses: We will provide

Other Expenses:

Equipment Instructor needs supplied for workshop: (tables/slide projector/etc.)

Maximum attendance for workshop:

Special needs (special diet/smoking/non-smoking environment):

Cancellation Policy:

I agree not to offer the same workshop(s) within a 75-mile radius for a 2-month period prior to or after the above mentioned dates.

WRSW Jobs and Responsibilities Handbook

Purpose:

1. To encourage and educate Guild members in their individual interests in fiber techniques and applications through the attendance of classes and workshops.
2. To encourage members to be actively involved in Guild activities, such as attendance at meetings, participation at Guild demonstrations, serving on a committee, etc.
3. To give the recipient the opportunity to give back to the Guild in the sharing of information gleaned from the learning experience.

Rules for application:

1. Guild members will have accrued 70 active membership points, and will have not already received an award within the space of three years.
2. Eligible members will submit an application of intent to take a class in the next year once points have been accrued. This isn't for approval or rejection purposes, but to give the member an opportunity to think about what they want to study, and to alert the Committee of budgetary needs to anticipate in the coming year. If the member decides not to take the class, no loss of points will occur and the member may submit an application in a subsequent year.
3. Reimbursements are available for only a *single class* or a *single workshop offering*. This includes a single class or workshop that extends for multiple days. (This will not cover multiple classes over a single convention, like Convergence or Midwest Weavers, etc. This will not be used towards room, board, transportation or materials fees.) This is purposeful so that the member will focus on one area of study, with the encouragement to expand that single class over several days, if they so wish.

Requirements for reimbursement:

1. Recipients will need to provide proof of payment after the date of the class. This can be a receipt from the school, workshop, host guild, etc. with a listing of the class portion of the fee, or it can be a 2-sided copy of a cashed check with a listing of the class fee attached. This is so that the reimbursement committee can actually see what the price of the single class/workshop offering is minus any materials fees.
2. Recipients will also be required to submit either a) a 250 word article plus photographs for the Guild newsletter describing their class experience or b) provide a Guild program about their area of reimbursement study.
3. Reimbursement will occur after all requirements have been met, so it may be more advantageous to recommend the newsletter article because it will be quicker to fulfill than to wait for space to open up in the program schedule. Before a member takes a class, if they have any questions or concerns about these requirements, they should contact a Committee Member.
4. Please note that points are not transferrable from one member to another.

Rules guiding eligible reimbursements:

1. The amount awarded will be 80% of the cost of the single class or single workshop offering, and the total cost of reimbursement will not exceed \$300.
2. Reimbursements will be made after the single class/workshop is taken, and also after receipt of proof of payment (as listed above) as well as a receipt of newsletter article or the presentation of the scheduled Guild program.

Administration of reimbursement:

WRSW Jobs and Responsibilities Handbook

A committee will be chosen to administer the reimbursement. It should include the Treasurer and at least 2 other people. The committee will not need to choose from among the applications, but will need to make sure that all eligible recipients fulfill application requirements for reimbursement.

Project plan:

The sample project is based upon the minimum number of points that can be accrued in a 5-year period to be eligible for a WRSW Reimbursement Award for Active Membership.

1. Points are given for completed events or responsibilities. Dues, Meetings, Demonstrations, and Teaching points are awarded after the event is over. Officers, SIG Facilitators, and Committee points are awarded at the end of the year for successful service rendered, according to the Jobs and Responsibilities Handbook.
2. Points are never “docked”. They are only awarded upon successful completion of a project or when the office or committee year is completed.
3. Points are only deducted when used towards a reimbursement award. All other points in the member’s bank will continue to accrue.
4. Points will be held in the event that a membership is not renewed in the course of a year, but after 365 days of non-membership, any returning member’s points return to zero.

Sample project - This is a sample of the minimal requirement to achieve an award in 5 years:

Year 1 -	Paying dues or postmarked by the last day of September	1
	Attend 80% of yearly general meetings (8 meetings)	8
	Participate in demonstrations for 2 four-hour segments	2
	Active involvement in a committee (not as Chair)	<u>3</u>
	TOTAL	14
Year 2, 3, 4, 5 -	Same as above	<u>14x4</u>
	5 YEAR TOTAL	70

5. This plan can be supplemented in several ways, according to each member’s preference and availability. Example: Attending all meetings in a year is 10 points. Additional Demonstration time is 1 point per 4 hour segment.

Below is a full list of activities available to members:

Paying dues or postmarked by the last day of September (no later than)	1
Attending General Guild meetings (per meeting)	1
Demonstrating at a Farmpark/Guild event (per 4 hour segment)	1
Publishing a 250 word article in the Guild newsletter (not as Award requirement)	1
Serving actively on a Guild committee	3
Presenting a Guild program (not as Award requirement)	3
Chairing a committee (doesn’t include VP as chair of Programs)	5
Facilitating a SIG (in the case of co-chairs...split points)	4
Holding an elected office (Executive Committee not counting VP)	6
*VP as elected office, and fulfilling Year 1 of Programs, development	*6
*Fulfilling Year 2 of Programs, chairing implementation of plan)	*5
Instructing for a SIG (total of 8 points available per year per SIG awarded by facilitators to instructors)	

*Note that VP works with programs for 2 years, helping the committee to create the programs in Year One as VP (ex. in 2017 for 2018 programs), and then facilitates the implementation in Year Two as the Programs Chair for that year (ex. in 2018 as that year’s Program Chair).

Supplementing the basic requirements can speed up the time to achieve the 70 points necessary for an award. Conversely, less activity will still accrue points, but it may take longer than 5 years to achieve an award. Points are never docked, and you may choose to achieve points as fast or as slow as you wish.

WRSW Jobs and Responsibilities Handbook

Application for Reimbursement

Name _____

Date _____

Eligibility points accrued: (see attached chart/charts) _____

Year of last award received: _____

Title of class or workshop attended: _____

Description of class/workshop: _____

Cost (not including transportation, travel or materials): _____

(80% to be reimbursed, if approved)

Method of sharing information learned with the Guild (article, program, workshop, handouts, etc.)

WRSW Jobs and Responsibilities Handbook

WESTERN RESERVE SPINNERS & WEAVERS GUILD SPECIAL INTEREST GROUP (SIG) GUIDELINES – rev. 8/22/17

Purpose: Special Interest Groups (SIGs) provide supplementary areas of specialized, focused studies for Western Reserve Spinners & Weavers (WRSW) Guild members. SIGs are not a replacement for the Guild general meetings.

Why Join a SIG?

- A SIG enables a WRSW Guild member to focus on an area of study with other members who are like-minded.
- A SIG is an excellent venue in which to encourage cross-pollination of ideas and challenges the participant to actually put the work into the learning of the skills needed to enhance their expression.
- A SIG provides the opportunity for a motivated member to nurture others and provides a way to encourage those with teaching abilities to teach/facilitate in a small group setting.
- A SIG can become the initial testing ground for exploration in the fiber art of choice by providing new perspectives and techniques.
- A SIG challenges the member to hone their craft outside of formal meetings with projects and goals.

What the SIGs provide to WRSW:

- Having SIGs as a “members only” organization means that Guild membership is required to participate. More Guild members equals more people, which means that we have the membership and dues to support operating expenses and ultimately better programs.
- The SIGs enrich artistic growth and development when they follow the Purpose of the SIGs.
- The SIGs are an avenue to foster teaching talent. By engaging SIG members to take part in leading a class or a project singly or in teams, SIG facilitators can gauge the abilities of certain members to become teachers or facilitators of their craft. This also broadens the scope of WRSW to fulfill an aspect of our mission, by providing educational opportunities to the general public, whether by demonstrations, creating hands-on programs, and other forms of community outreach.
- If a SIG desires a workshop, the Program Chairperson must be contacted at least twelve months prior to any arrangements being made.

What WRSW provides to the SIGs:

- WRSW provides access to the members’ database and the ability to communicate to a developed list of individuals and families with a predisposition to take part in fiber art projects, events, and workshops.
- WRSW provides publicity of all SIG events through use of its website, through Social Media, and via its general mailing lists.
- WRSW provides general sessions (meetings) as a platform for each SIG to share their accomplishments with the membership at large.
- WRSW supports SIGs by offering opportunities for teachers/facilitators to expand their teaching abilities in regular programs and activities.
- WRSW supports SIGs by creating opportunities for showcasing talents through shows, displays, and by the development of other areas of community outreach.

Guidelines for SIG Facilitators:

- Designated SIGs will follow the mission of WRSW and will focus on their titled topic of interest.
- SIG facilitating is a benefit of being a member in good standing who embraces the mission statement of WRSW.

WRSW Jobs and Responsibilities Handbook

- SIGs must be rigorous in maintaining a “members-only” policy for SIG meetings. Facilitators must check the membership roster on a regular basis.
- SIG participation (whether as a teacher or as a member) is totally voluntary and is a benefit of being a member of WRSW. There are no dues paid or teacher fees presented in this venue. Any events requiring remuneration should go through the general Guild processes already in place for Guild programs and workshops.
- All SIGs will have a study plan with dates presented to the SIG Chairperson by October 1st of the current calendar year for the upcoming year’s meetings and activities.
- All SIGs will have at least one facilitator who will be responsible to attend all SIG facilitator meetings as requested by the SIG Chairperson. Facilitators will also be required to present a report, as needed, at general Guild meetings and to provide a written update for each newsletter (to be submitted to the SIG Chairperson rather than Newsletter editor).
- Overview of SIG Facilitator duties as per WRSW Jobs and Responsibilities Description:
 - Oversee the meeting times, dates and locations of SIG meetings
 - Provide regular communication with all SIG participants
 - Confirm Guild membership prior to the start of each new calendar year
 - As needed, prepare SIG projects, assign teaching duties, etc.
 - Provide an oral update of SIG activities at each general meeting as necessary.
 - Attend regularly scheduled WRSW Guild meetings.

Guidelines for SIG Chairperson:

- One of the SIG facilitators will be appointed chairperson by the consensus of the other SIG facilitators and represent the SIGs at the Executive Committee meeting.
- Overview of SIG Chairperson duties as per WRSW Jobs and Responsibilities Description:
 - Attend all Executive Committee meetings as called by the President
 - Provide a list of members, as requested
 - Provide input, as requested
- The SIG Chairperson must submit the upcoming year’s schedule in their entirety to the Publicity Committee Chairperson and Webmaster, no later than October 7th of the current calendar year.



Request for Reimbursement

Date Submitted: _____ Submitted by: _____

Payee: _____

Description of Expense: _____

Receipt attached: _____ Yes _____ No

Explanation if no receipt: _____

FOR GUILD USE:

Check Number: _____

Check Amount: _____

Reimbursement delivered: _____ in person _____ by mail to following address:
