2020 04-03 final

**PVW EXECUTIVE BOARD POSITIONS & OTHER GUILD POSITIONS**

**CHAIR**

1• The Chair will preside at all regular monthly Guild meetings and call Executive Board meetings as needed to form and update policy, preparing an agenda for each monthly meeting.

2• The Chair will be an ex-officio member of all committees attending all Guild committee meetings as needed except the Nominating Committee.

3• If a Guild position becomes vacant during the Guild year, the Chair will appoint someone to this position after consulting with the Nominating Committee.

4• An independent professional will be appointed by the Chair to review the Treasurer’s books during the summer; the annual accounting will be given at the September meeting.

5• The Chair position may be divided between two members, each holding the title of Co-Chair.

**VICE CHAIR**

1• The Vice Chair will head the Program and Workshop Committee (PWC). Please see the job description for PWC for more detail on those shared job responsibilities.

2• The Vice Chair will ensure that all speaker and workshop leader contracts, for the following year, have been executed and completed. In the Spring, the Vice Chair, as head of the PWC, will contact the WEBS Facilities Coordinator to verify the room reservations for the upcoming Guild year.

3• The Vice Chair will verify, by the end of August, that copies of the contracts for the current year’s speakers and workshop leaders have been sent to the Treasurer, Newsletter Publisher, and Webmaster.

4• The Vice Chair will conduct the monthly Guild meetings in the absence of the Chair, getting an agenda from the Chair or forming one for that evening.

5• It would be beneficial to the Guild if the Vice Chair assumed the position of Chair in the following year.

**PAST CHAIR**

1• This position will provide continuity, help to transition the new Chair, and ensure that the Guild is aware of and follows the Bylaws. The Past Chair (PC) is a voting member of the Executive Board and will serve as adviser to the Chair and the Executive Board.

2• The PC will answer questions about process posed by the current Chair or Executive Board.

3• The PC will provide history of Guild activities/decisions as much as possible.

4• The PC will assist the current Chair if requested or needed.

5• The PC will prompt the current Chair on requirements or deadlines that must be met.

**TREASURER**

1• The Treasurer will perform all duties of the office for a minimum of two years and maintain a permanent record of all transactions.

2• The Treasurer will pay any reasonable bill presented for reimbursement of a budget line item, accompanied by the original receipts and the Guild reimbursement form. Payment of any sum for a non-budgeted item will require approval by the Executive Board.

3• Financial reports will be provided as directed by the Chair.

4• The Treasurer will maintain an account in a local bank in the name of the Guild, with two signatories, the Chair or Vice-Chair and the Treasurer. Each will have the authority to receive and disburse Guild funds.

5• The Treasurer and the Chair will develop an annual budget for the new Guild year. They will present this tentative budget to the Executive Board for review and approval in advance of the September meeting. The Treasurer will present the approved budget to the membership at the September meeting.

6• The Treasurer will prepare a check for the monthly meeting speakers and for any workshop leaders.

7• The Treasurer will collect and deposit membership dues from the Membership Chair and receive and deposit all other Guild monies.

8• The Treasurer will facilitate a review of Guild books to be completed by July 31, and will give a report of the prior fiscal year at the September meeting of the Guild.

**RECORDING SECRETARY**

1• The Recording Secretary (RS) will take minutes of all monthly Guild meetings and those of the Executive Board.

2• The RS will keep copies of the following in the Recording Secretary’s notebook: the yearly program, minutes of all meetings including those of the Executive Board, a copy of the newsletters, current membership list, and the attendance sheets or book. This permanent record will be available in the Guild library.

\*\****END EXECUTIVE BOARD POSITIONS\*\****

**OTHER GUILD POSITIONS**

**PROGRAM & WORKSHOP COMMITTEE**

1• The Program and Workshop Committee (PWC) will consist of two components:
    1.  The current year’s committee (PWC-A) comprised of the Vice Chair and two or more Guild members
    2.  The previous year's committee (PWC-B)
2• The PWC-A will solicit from the membership ideas for programs and workshops for the following Guild year.
3• The PWC-A will arrange for speakers for eight programs and at least one workshop, and execute contracts for these events.  Classroom space shall be secured prior to finalizing workshop dates.
4• The PWC-A will present the program for the following year, to the membership, at the June meeting.
5• The PWC-A will organize the December and June meetings relative to activities (Yankee swap, warp exchange, video etc.) and potluck offerings, identifying which portion of the membership, alphabetically, will bring sweet or savory items.
6• It would be beneficial if a member of the PWC-A would take on the Vice Chair position for the following year.
7• The PWC-B will have contacted the speaker at least two weeks in advance of each meeting to confirm dates, confirm the need for housing, identify any needed equipment, and arrange for the above.
8• The PWC-B will have at least one member present at each meeting to assist the speaker with set-up and provide an introduction.
9• The PWC-B may arrange to take the speaker out to dinner prior to the Guild meeting.  They shall invite Board Members and other interested members to accompany them.  The cost of the speaker's dinner shall be split among the attending members.
**Current Year Workshop Responsibilities**

The PWC-B will:

1• Communicate with the Workshop leader, confirming details of the workshop such as: date(s) and times, details of the workshop, class size parameters, if looms are needed, whether they need to be pre-dressed, whether the workshop is a round robin, etc.

2• Develop a price for the workshop based on expenses, anticipated attendance, and the cost of other workshops in the area, while allowing for some profit. The PWC-B must advertise the event complete with details to the membership through the newsletter and e-mail. The PWC-B may advertise the workshop to outside guilds through e-mail to the Program Chair or President of area guilds. There should be a preferential sign-up period for Guild members.

3• Coordinate registration and communications between the workshop leader and the participants.

4• Contact WEBS to confirm the classroom space for the workshop, including discussions of building access during hours that the store is not open and how to secure the building at the end of the workshop.

5• If needed: arrange for a member to be an overnight host to the workshop leader. Discuss dinner options for the leader with that hosting member or provide a (reimbursable) restaurant dinner for the leader.

6• Solicit a participating member to provide lunches for the workshop leader.

7• Secure a check from the Treasurer for the workshop leader to be paid at the end of the workshop.

8• Provide for light refreshment for the workshop participants. Optionally, invite members of the workshop to bring in a pot of stew, chili, soup, coffee cakes or desserts for lunch and refreshment.

**HOSPITALITY CHAIR**

 1• In the absence of a Hospitality Chair (HC), volunteers will assume the following responsibilities.

 2• The HC will arrange for acquisition of the following supplies: protective tablecloths, hot and cold cups, napkins, small plates, plastic flatware, coffee filters, sugar, tea, milk or cream, paper towels and name tags.

 3• The HC will work with the Hosts for the evening to set up the refreshment table (at 5:45 PM) prior to the arrival of the members for the social portion of the evening beginning at 6PM.

 4• At the conclusion of the evening’s program the HC and Hosts will organize the unused supplies in the storage boxes, clean any equipment used, and restore the refreshment table and the area surrounding the table to its former state.

 5• The HC will submit receipts and a Guild reimbursement form to the Treasurer for reimbursement for supplies.

 6• At the September meeting the HC or Chair will solicit, by sign-up sheet, two Hosts for each of the meetings for the current year except December and June. The Executive Board will supply refreshments for the September meeting.

 7• The HC will send the list of Hosts to the Newsletter Publisher for inclusion in the newsletter.

 8• The HC should make certain that the evening’s Hosts are acknowledged for their efforts during the business portion of the meeting.

 9• The HC or Chair will make certain that guests and first-time members are introduced to the membership at the beginning of the business meeting.

10• For the December and June Potluck meetings, the HC shall work with the PWC to provide the supplies for the refreshment table. The HC shall also work with the PWC for set-up and clean-up during those events.

**Hosts for Monthly Meetings**

1• Two Hosts will provide the refreshment at each meeting. If possible, members with food allergies should be considered when making refreshment choices.

2• If a Host is unable to fulfill their commitment, that Host should find a replacement. If they cannot find a replacement, they should contact the HC or Guild Chair for further action.

3• The Hosts will work with the HC for the evening to set up the refreshment table at 5:45 PM and clean up the refreshment table at the end of the evening.

4• The Hosts and HC will greet members and more importantly guests and newer members. They will work to make certain everyone has a nametag, has signed in, and feels welcome. Other members certainly can be employed to help in making guests and new members feel welcome.

**NOMINATING COMMITTEE**

1• Three Guild members will be asked to volunteer for the Nominating Committee (NC) at the September meeting.

2• The NC will present a slate of officers for the Executive Board for the upcoming Guild year at the May meeting.

3• The slate of officers will also be published in the June newsletter in preparation for the election held during the Annual meeting in June.

4• If an Executive Board position becomes vacant during the year, the Chair will fill such vacancy after consulting with the NC. The Chair cannot be an ex-officio member of the NC.

**CORRESPONDING SECRETARY**

1• The Corresponding Secretary (CS) shall carry on any correspondence as is appropriate and as directed by the Chair and/or the Executive Board. In the absence of the Recording Secretary, the CS will take minutes of the Guild meetings.

2• The CS will send a note of thanks to the monthly speakers or workshop leader and to any person(s) or group(s) that donates money or goods to the Guild. Anyone donating goods anonymously (Example: Silent Auction donations) does not need to be acknowledged.

**MEMBERSHIP CHAIR**

1• The Membership Chair (MC) enrolls members, collects and forwards dues to the Treasurer, keeps accurate membership records, and provides membership updates as needed to the Newsletter Publisher, Webmaster, and Executive Board.

2• The MC shall also work to promote membership to new weavers and the general public.

**HISTORIAN**

1• The Historian documents the Guild meetings, workshops and all other Guild activities with a written and a pictorial record that is compiled in a ringed binder during the months the Guild meets. The written material is generated from Guild newsletters, minutes and information provided by other officers and members.

2• An interest in photography is not necessary but taking photos at meetings and events is a necessity. That responsibility may be delegated to another Guild member(s).

3• The Historian shall maintain the binder of biographies of individual members. Each new member shall be encouraged to complete the biography form and have it added to the binder.

4• Electronic storage of some of the historical documents may be utilized if space becomes an issue.

5• The Historian will keep the Guild binder up to date with current budget, program calendar, membership list, newsletters and meeting agendas.

**LIBRARIAN**

1• The Librarian will be responsible for all books and holdings of the Guild and for making library purchases within the limits of the budget. Generally, suggestions for additions to the Library are submitted to the membership for approval at a monthly meeting.

2• The Librarian will monitor the record of all library holdings borrowed and returned (holdings may be borrowed for one month). Any paid member in good standing, who does not have overdue materials, may select from the Guild library.

3• If a book or holding is lost or damaged, the Librarian will collect a replacement fee.

4• The Librarian will provide a list of library holdings to the Webmaster and Newsletter Publisher to be published annually.

**NEWSLETTER PUBLISHER**

1• The Newsletter Publisher (NP) will publish a newsletter prior to monthly Guild meeting or at the discretion of the Executive Board.

2• The newsletter will contain program information, updates from the Executive Board, and items of interest submitted by the membership. The September newsletter, containing the upcoming programs, will have a larger distribution including past~~-~~members, and, if possible, members of other guilds and recent WEBS weaving class graduates.

3• The NP will circulate, via email, membership updates and timely items of interest to the membership.

4• The NP will also provide a copy of the monthly newsletter to the Webmaster for inclusion on the website.

5• The NP will mail, by first class postage, a hard copy of the monthly newsletter to any member without email access. There is a budget to be reimbursed for this cost.

6•The newsletter shall be sent to the membership and the Newsletter Editors for Weavers of Western Mass, Weavers Guild of Springfield, and the Handweavers’ Guild of Connecticut.

7•The NP will publish the newsletter by email during the week prior to the meeting or mail to any member without email access.

8•The NP will keep copies on file and review previous year’s newsletter for items/articles to include.

9•The NP will forward to the entire membership any pertinent message submitted by a member. The NP must be familiar with the Guild’s advertising policy which is available in the Members Only section of the Guild’s website.

10• See Attachment A for specific details regarding this position.

**NEW ENGLAND WEAVERS SEMINAR (NEWS) REPRESENTATIVES**

1• Two NEWS Representatives will attend the NEWS planning meetings on behalf of the Guild (the first Saturdays in October and May). Other responsibilities include keeping the NEWS notebook current, reporting to the Guild on NEWS activities, and keeping members informed of the Guild’s NEWS obligations and deadlines. The Representatives are delegates of the Guild and are not personally responsible for carrying out the Guild’s commitments at NEWS.

2• It is preferred that NEWS Representatives hold their positions for two years, from odd-numbered year to odd-numbered year.

3• See Attachment B for specific details regarding this position.

**WEBMASTER**

1• The Webmaster will maintain the Guild’s website, which includes Guild information, newsletters, membership lists, program schedule, library listings, items of interest, and appropriate links. Information shall be provided by the various committee chairs and by Guild members.

2• The Webmaster is responsible for the reimbursable payment of the website fees.

**~~HANDWOVEN LIAISON~~**

~~• The Handwoven Liaison will provide current information on Guild activities to Handwoven Magazine. Information to be provided should include the program schedule, monthly newsletters, exhibits and community outreach. It can also include pictures and reports on other Guild activities and workshops.~~

**EQUIPMENT MANAGER FOR THE RENTAL PROGRAM**

1• The Equipment Manager (EM) must have the expertise to evaluate potential equipment donations, to determine maintenance needs and costs, and to evaluate the status of rental equipment.

2• The EM is responsible for the paperwork required to manage the Rental Program, estimating the value of damage to and the loss of the rental equipment.

3• The EM will maintain a history of use of and a waiting list for rental equipment.

4• The EM maintains program records, submits requests for funds, and provides records of financial transactions to the Treasurer.

5• The EM is responsible for ensuring proper equipment use and storage. Apprentices from within the membership can be trained to support this work.

**PUBLIC OUTREACH COORDINATOR**

1• The Public Outreach Coordinator (POC) will maintain, promote, and facilitate a long-range calendar of activities the Guild can pursue to fulfill one of its stated Bylaw purposes: "To stimulate a broader appreciation of the fiber arts by the public".

2• The POC shall collect, suggest, and present ideas to the Guild to achieve this goal each year.

3• The POC is not responsible for executing any specific program.

4• The POC may also help with the long-term advance planning necessary for some events.

**SILENT AUCTION CHAIR**

1• The Silent Auction Chair (SAC) shall coordinate this Guild fundraising event as the Guild sees fit.

2• In the months preceding the event, the SAC will solicit donations from the members through the newsletter and at meetings. They shall provide for donation drop-offs and be certain that the collection of items does not interfere with operations at WEBS.

3• The SAC may solicit help, as needed, from the membership. The SAC and Guild volunteers will retrieve, organize, and store the items for the auction. They will determine how items received will be offered for auction, research value, and set a minimum bid for each auction item/group. They will provide bid sheets and pens to facilitate the auction.

4• The SAC, with input from the PWC, will determine where the items will be displayed for the auction and, if necessary, reserve additional space with WEBS.

5• In the newsletters prior to the auction, members shall be reminded of the upcoming auction and notified that payments for purchases will be accepted in the forms of cash or check only.

6• On auction day, the SAC and volunteers will set up tables, display the items so they can be easily examined by bidders, and provide clearly-marked bid sheets for that purpose. The display must be ready for the beginning of the Social Time of the meeting.

7• The SAC will determine and announce a time for the close of bidding allowing sufficient time to pair winners with their items. It is recommended that a five-minute warning be announced before the close of bidding. Upon the close of bidding, the SAC and volunteers will announce and unite the bidders with their winnings and bid sheets. The utilization of volunteer “runners” has proven useful in the past to expedite this process.

8• The winners should be instructed that at the conclusion of the auction they should pay the designated Guild member for their total purchases. The SAC is responsible for making certain that all payments are turned over to the Treasurer for deposit. The Treasurer will include the auction result in the next monthly report

9• The SAC will gather any items that did not sell and return the auction area back to its original state. The SAC should review remaining items to determine if they should be kept, donated, or discarded. All items will be removed from WEBS.

**~~CLASSIFIEDS/ANNOUNCEMENT DISTRIBUTOR~~**

~~The Classifieds Distributor will share with the membership, by e-mail, items for sale or textile related announcements that are appropriate and important to the members. In conjunction with each classified distribution, they will also post a copy of the same information to the Pioneer Valley Weavers’ Yahoo Chat Group. The Distributor will develop and maintain a separate distribution list for sharing these news items. Only members who expressly request to receive these announcements will be included on this list. The Classified/Announcement Distributor will not be responsible for broadcasting general messages related to Guild Business sent to the entire membership. That function will remain in the hands of the Chair and the Newsletter Editor. Examples of news items appropriate to this Classified distribution network would include: looms and equipment for sale, shows, and exhibits. The Distributor must be familiar with PVW’s advertising policy. The Distributor is not responsible for seeking information for distribution, but will receive the information from members and other sources, review the information for appropriateness and adherence to the advertising policy and distribute it to the list of interested members. If items of questionable suitability are received by the Distributor for dissemination, they will confer with the Chair or members of the Executive Board before distributing the items. The Distributor is not responsible for accuracy, completeness or editing of the data. This position can reside with the position of Newsletter Distributor, or be managed by a separate individual, as preferred.~~

**MARKETPLACE MANAGER**

1•The Marketplace shall be run at Guild meetings at the discretion of the Marketplace Manager (MM).

2•The MM will be responsible for setting up the table for items prior to the meeting and breaking it down at the end of the meeting.  The MM will provide a cash bank to facilitate transactions.

3•The MM will accept items, accompanied by the required paperwork, for sale prior to the start of the meeting.  The MM will provide the forms that constitute the "paperwork".  Prior notification of the MM shall occur for large items, requiring a significant amount of space.

4•Proceeds from the sale of all items shall go to the Guild, and are payable by cash or check, accompanied by the paperwork, to the MM or the Treasurer.

5•All unsold items shall be taken home by the donor, unless otherwise directed by the MM.

6•From time to time the Guild Librarian may offer items for sale from the library that are no longer being used.  Proceeds from these items will be dealt with in the same manner, and these monies may be earmarked for Library use.

**Attachment A**

**Each Guild Newsletter should include:**

1•PVW Logo

2•Reminder of meeting times, places, and website

3•Description of program and a short bio of the speaker, provided by the PWC

4•Hosts for the evening and subsequent months provided by the Hospitality Chair or Guild Chair

5•Minutes of last meeting, provided by the Recording Secretary, plus the Treasurer’s Report, provided by the Treasurer

6•Neighboring guilds’ meetings

7•Classes offered

8•Weaving or fiber-related events

9•Handicap parking reminder

10•Show & Share reminder

11• Password for the Guild website

**Other entries may include:**

1•Cancellation of any monthly meeting, provided by the Chair

2•Librarian’s report

3•NEWS updates

4•For Sale items: submission is on a monthly basis

5•Members’ accomplishments

6•Study groups

7•Discussion groups

8•Executive Board issues that will be discussed at the business meetings, background or informational details as needed

9•New Members

**September newsletter should also include:**

1•Welcome to current/new/prospective members, provided by the Chair

2•Executive Board members and “other Guild jobs” listed, provided by the Chair

3•A copy of the programs for upcoming Guild year, provided by the PWC

4•Membership form, provided by the Membership Chair (May, June, September, October)

**Attachment B - June 2011 Revised March 2020**

**New England Weavers Seminar (NEWS) Representative/Trustee http://newenglandweaversseminar.com/**

Two members of the Guild, a Trustee and an Alternate, will represent the Guild in its obligation to NEWS. It is expected that NEWS Representatives would hold their positions for at least two years, from odd-numbered year to odd-numbered year. Ideally, the primary Trustee will work with the Alternate through an “education” phase, and then the Alternate would become Trustee and so on.

**Responsibilities include:**

1•Advocating for NEWS and making decisions that are in the best interest of NEWS and its member guilds.

2•Attendance at two meetings per year on behalf of the Guild (the first Saturdays in October and May). These meetings generally take most of the day. They are held at various locations depending on where the conference will be held and the preference of the NEWS Executive Board. At least one of the two Guild Representatives must attend each meeting ***in its entirety***.

3•Sharing important information with the Guild that affects Guild members and their interest in NEWS. The information is received at Trustee meetings, through e-mail and at times through regular mail. This information will be shared at Guild meetings. Summaries of key information and deadlines from the Trustee meetings should be published in the Guild newsletter.

4•A link to NEWS should be part of the Guild’s website.

5•The Representative will volunteer the Guild to staff one or more of the many volunteer tasks that make NEWS possible. A strong knowledge of people resources within the Guild is helpful in making decisions relative to NEWS responsibilities.

6•The Representative will provide updated lists as requested by NEWS such as contact information or a membership list.

7•By the October meeting before NEWS the membership should decide whether to fund a NEWS award, and, if so, its parameters.

8•The Representative must notify NEWS of the award and request that a check be sent to NEWS by the Treasurer.

9•Every two years payment of NEWS dues is requested. The Representative will determine the amount of payment based on membership numbers and request that the Treasurer send a check to the appropriate NEWS coordinator.

10•Other responsibilities include keeping the NEWS notebook with more detailed information regarding the above meetings, payments, and responsibilities.

11•The Representatives are delegates of the Guild and are not personally responsible for carrying out the Guild’s commitments at NEWS. The commitment to NEWS is a Guild commitment!

12•NEWS Representatives will solicit the membership tostaff the Guild’s participation in NEWS for the following events:

**Guild Table** - the task involves soliciting member participation, setting a participation deadline; determining the best method of display; finding secure space for take-in, set-up and take-down of the table during NEWS; securing displayed items after NEWS (NEWS determined deadline); and making certain that the items are retrieved by the weaver after NEWS.

**Fashion and Gallery Shows** - the NEWS Representative should distribute through the newsletter/website or otherwise make available to the membership the rules and deadlines regarding entry into the Fashion and Gallery Shows. A member(s) must organize take-in of items for the Fashion and Gallery Shows. The task includes setting a deadline for Guild entry of pieces, finding a secure drop point for the entered items, making certain all information requirements are met on items entered, completing and mailing the required paperwork and fees by the NEWS-determined deadline, delivery of items to NEWS, retrieving the entries after NEWS during the timeframe determined by NEWS, securing entries until items are retrieved by participants.

**Jury Secretaries** - two jury secretaries must be secured approximately every 6th NEWS, on a rotating basis, to work with the NEWS Judges who critique the items entered into NEWS from all participating guilds. The job of Jury Secretary is an all-day task at the site of the NEWS Seminar.

**NEWS Samples** - a woven sample for the NEWS notebook must be submitted by each guild on a rotating basis. An electronic copy of this sample will be distributed to NEWS participants with the NEWS Newsletter twice a year. Going forward a printed copy may be distributed with the NEWS Registration Packets and/or through the NEWS Representatives. This responsibility will fall to the Guild every 6th NEWS. The task requires a Guild volunteer to organize the effort. This includes determining an interesting and appropriate sample and draft with identified materials, sett, and other pertinent information.