

Job Description for PHG President

- One year term
- Appoints PHG representatives to WeGO and ANWG

Monthly

1. Check mail at PO Box weekly. Distribute at Board and Program meetings. Check MAC inbox for mail. May be delegated to another.
2. Type and make copy of agenda for Board Meetings. 10 meetings yearly.
3. Preside at Board and Program Meetings. Program meeting routine:
 - a. welcome
 - b. call for new members, new guests
 - c. show and tell
 - d. announcements
 - e. raffle display
 - f. 15-20 min break; ask for discussion and votes from members before break when applicable.
 - g. raffle
 - h. Program Chair introduces speaker
 - i. Program speaker
 - j. Q&A period, end

Parliamentary procedure: Express opinion/topic, ask for a motion to approve, get a second on the motion, ask if there is any discussion, discuss, then vote.
4. "Message from the President" to Newsletter Editor by the 15th, Aug. – May.
5. Highlights of Board Meetings to editor after all Board Meetings.

Quarterly

1. Attend MAC Tenant Meetings third Wednesday of each new quarter: 2-3 PM.

Yearly

1. Fiber Trust
2. WeGO Brochures
3. ANWG Newsletter – Distributed to President, President Elect, Information Table, and the remainder to ANWG rep.

By Month

August

1. Obtain MAC facility key.
2. Closet Inventory with two other Board members.
3. Audit/Budget with past Treasurer, President, President Elect, Past President.
4. Announcement to Editor by Aug. 15 re: Tour of Weaving Studios (if applicable).
5. Review contents of President's Box and Job Descriptions.

September

1. Settle in.
2. Appoint any vacant chair positions.
3. "Sign in" with MAC. Review their policies and procedures.
4. Request known Workshop rooms as discussed with Workshop Chair.
5. Give Newsletter Editor program and workshop schedule for the year.

October

Review New Member list from Membership Chair for New Member Tea.

October or November

1. New Member Tea.
 - a. Ask Board Members to bring treats.
 - b. Send out invitations.
 - c. Find a good friend to be your "Tea Mistress" so you can host meeting.
 - d. Board members discuss their involvement with the guild, answer questions.

December

1. Weftover Sale. Program Director involved.
2. Request all other Workshop rooms from MAC. Rent doubles if requested after 12/31.

January through March

Business as usual.

April

1. Sign Library Storage Lease with MAC. Rent paid monthly by Treasurer.
2. Submit request for Auditorium and Board Meeting nights on MAC form for next fiscal year.

May

1. Elect next year's Executive officers at Program Meeting.
2. Submit newsletter article for the June newsletter on new officers.

June

Instatement of new officers at Program Meeting, usually Theme of the Year/Banquet.

General Information

1. Multnomah Art Center (MAC) 7688 SW Capitol Hwy, Portland OR 97219, phone 503-823-2787
2. PHG PO Box 6676, Portland OR 97228-6676 (Main Post Office, SW Broadway & Hoyt)
3. PHG is a 501(C) 4 nonprofit organization. Federal Tax ID # 93-0849876
4. PHG insurance policy # 97-CQ8621. Contact person: Sandra Campbell, phone 503-520-8000.
5. Fiscal year is from June 1 through May 31.
6. Bylaws and Policies and Procedures also have specific general obligations listed.

Revised February 1998

Revised April 2002

Revised April 2007

Revised August 2010

Job Description for Weaving Guilds of Oregon (WeGO) Representative

- One year term

Duties

1. Keep contact with WeGO through WeGO Board, Newsletter, Committees, etc. Keep relevant notes. File newsletters and info in WeGO binder.
2. Attend twice-yearly meetings (usually April and September). Bring one show and tell item to the meeting. Submit article about WeGO activities to PHG newsletter.
3. Submit report of guild activities to WeGO via email prior to WeGO meetings.
4. Receive WeGO newsletters, report to PHG Board on relevant information.
5. WeGO demonstration at the Oregon State Fair: Publicize and recruit PHG members for PHG day at the fair. The Oregon State Fair is usually held the last week of August through Labor Day. PHG members currently provide one day of volunteers, roughly two shifts per day if possible. Volunteers have received free parking permits and free admission to the fairgrounds on the day of service for five hours (four on duty and one for meal break). There is a timeline to follow with deadlines involved. These may change from year to year. The main contact is the WeGO State Fair Demonstrations Chair. PHG's day has traditionally been the last Sunday in August.

Budget

Travel for Rep to attend the WeGO meetings. Hotel cost if meeting is too far away for a day trip.

Revised April 2000

Revised August 2010

Job Description for Association of Northwest Weaving Guilds (ANWG) Representative

- One year term

Number of reps: two (usually one old for continuity, and one new. The new could be the President or her designate. The old should be someone familiar with ANWG, its history, philosophy, and PHG's relationship with, and responsibility to, ANWG. Only one representative may vote at ANWG meetings.

Duties

1. Keep contact with ANWG through ANWG Board, Newsletter, Committees, etc. Keep relevant notes.
2. Attend yearly meetings. Meeting in the conference year is at the NW Conference. Meeting in the off-year is somewhere in the northwest, a site usually reasonably centrally-located and chosen about 6 months in advance of the spring meeting.
3. Keep abreast of ANWG activities, including NW Conference details and inform PHG membership in a timely fashion.
4. Receive ANWG quarterly newsletters. Forward email version to President and anyone else who requests one. Make hard copy available for the Information Table at PHG meetings.
5. The ANWG Rep should be assisted and encouraged by PHG to take on the additional job of chairing the PHG Booth for the NW Conference. This would include that she/he make all necessary arrangements for the Booth, with whatever committee she/he deems necessary, as well as be the guild Theme Chair for that year so that efforts to get works to show will be easier.

Budget

1. Travel for one Rep to attend the ANWG meeting during the off-Conference year. This would include mileage and hotel stay at about \$225 – a bit less if the distance is nearer.
2. There would be no funds budgeted for travel during a Conference year, as it would be expected that the Rep would be attending anyway.

There should be a faithful willingness on the part of PHG President and Board to encourage active continuity with ANWG, which has historically been the primary source of sharing and education for weavers in the northwest. Since the NW Conference is the primary focus of ANWG, our Rep should be assisted and encouraged to help PHG be a positive and vibrant presence there.

Revised July 1998

Revised March 2007

Revised August 2010

Job Description for President Elect

- One year term

Duties

1. Obtain Post Office Box key from President
PO Box #6676 at Portland Main Post Office, SW Broadway & Hoyt
Portland OR 97228-6676
2. Sign out MAC keys from MAC office
3. Inventory closet during the summer or early fall with two other Board members.
4. Audit books before September meeting with President, Treasurer, and Past President.
5. Participate in Board Meetings the last Thursday of the month, 10 months yearly.

Revised May 1998

Revised April 2002

Revised April 2007

Job Description for Secretary

- One year term

Duties

1. Take minutes at Board Meetings.
2. Transcribe minutes and submit copies to:
 - a. the President prior to the next Board Meeting (so she may work from them),
 - b. Board members at the next Board Meeting (so they may make corrections and vote for acceptance), and
 - c. Corrected and accepted copies for the Information Table at Guild meetings and for the President.
3. Write letters on behalf of the Guild as directed by the President or other Board members.
4. Save three years of Board minutes for reference.

Budget

1. 10 stamps and guild stationery
2. Photocopying 3 pages x 10 copies per month x 10-12 (Board and other) meetings per year.

Revised July 1998

Revised April 2002

Job Description for Treasurer

- One year term

Duties By Month

July

1. Meet with outgoing Treasurer and arrange for transfer of signature on Guild accounts (checking, savings, and CD)
2. Meet with outgoing Treasurer and review bookkeeping methods used by the Guild. Become familiar with procedures used for paying bills. Go over Guild financial records which are kept by the Treasurer, removing outdated documents and passing appropriate documents to the historian for storage in the archives.
3. Arrange for bank statements and to be mailed to the Treasurer.

July/August

1. Form an audit committee to review books and bank statements. A guideline for auditing the books is in the Treasurer's file. The committee should consist of at least 3 members.

October 30

Pay ANWG dues as indicated by Membership Chair (\$1 per member). Include current roster.

November 15

IRS and state reporting deadline.

December

Pay WeGO dues as indicated by Membership Chair (\$.50 per member).

January

Issue Form 1099's to recipients of more than \$600.00 throughout the year.

Spring

1. Annual Sale. Talk to Sale Chair about money management for sale. Coordinate deposits of money with sale Treasurer.
2. Draw up a budget proposal to be presented to the Board for approval at the May Board Meeting. (Collect budget information from committee chairs and officers.)

May

1. Present proposed budget for approval at Board Meeting.
2. Submit proposed budget to newsletter editor so that the members can review it in the newsletter before voting on it at the June meeting.

June

The proposed budget approved by the Board is presented to the general membership at the June

general meeting.

June 30

Close books for the year. Prepare year-end report, budget comparison.

Monthly Duties

1. Pay bills as necessary during the month. Usually twice a month is adequate. Each check written should have a corresponding "Request for Payment" form filled out with an authorizing signature. Receipts of expenditures should accompany request form. Ask at Board Meetings about checks needing to be disbursed to speakers for General Meetings.
2. Rent for MAC is due the first of the month and is considered late as of the 15th. Make check payable to: Portland Parks & Red., 7688 SW Capitol Highway, Portland OR 97219. The amount each year depends on how much space we require. President negotiates monthly amount.
3. Make deposits as necessary. Keep an adequate amount in the checking account to do business and transfer the rest to saving or CDs until it is needed.
4. Balance the accounts with the bank statement monthly. Statement cuts end of month.
5. Prepare a monthly Treasurer's report and present it at the monthly Board Meetings. Make report available at the information table at Guild meetings. Books are kept on the computer.

Other Duties

1. Prepare a year end report after the books are balanced. Show budget and how monies were spent and received in each budgeted category. Also include a written summary as needed.
2. Contact librarians at General Meetings to see what magazine subscriptions are expiring.
3. Collect raffle funds at General Meetings.

General Information

1. Fiscal Year is from July 1 through June 30.
2. Federal Tax ID # 93-0849876: Nonprofit, tax exempt under section 501(c)4
3. State Reg #176388-18

Revised October 1999

Revised July 2007

Job Description for Past President

- One year term

Duties

1. Assist President as needed.
2. Attend Board Meetings and provide assistance as needed.
3. Participate in Budget/Audit.
4. Participate in closet inventory.
5. Update Policies and Procedures, including Job Descriptions.
6. Recruit Board Members to fill positions opening up for the following year.

Revised April 2000

Revised April 2002

Revised April 2007

Job Description for Director of Programs

- One year term
- Appoints Chairperson of the Conference Booth Committee, Chairperson of the Theme of the Year, Hospitality Chair. and Day Programs Chair.

Duties

1. Plan, schedule, and coordinate the monthly Guild programs. This includes budgeting, contacting with speakers, arranging facilities, props, and display materials, and assisting speakers with setting up on meeting nights.
2. Must work closely with Workshop Chair to coordinate program and workshops in order to save on travel expenses, which can often be paid out of the workshop fees.
3. Meeting Activities:
 - a. Verify arrangements for the speaker's dinner. All speakers are taken to dinner at PHG expense.
 - b. Set up slide and/or digital projector and extension cords, if needed.
 - c. Set up podium with cordless microphone and light if needed.
 - d. Assist speaker with display materials or props.
 - e. Introduce speaker.
 - f. Turn lights on and off during program (5 switches stage right).
 - g. Make sure microphone is audible (inset box with adjustments is on back wall of auditorium).
 - h. Assist speaker at meeting end and help clean up props, etc.

Monthly

1. Confirm next month's speaker.
2. Submit newsletter articles to editor.
3. Send thank you notes to previous speaker (may combine with workshop note).
4. Review upcoming schedule for gaps or omissions.
5. Communicate with Workshop Chair to make sure registrations are sufficient. If not, arrange for an alternate speaker.
6. Review budget.
7. Submit expense forms for reimbursement.
8. Pay speakers.

Yearly

After New Years and/or during summer

1. Assemble a list of prospective speakers.
2. Submit budget for approval.
3. Contact speakers for new program year.
4. Establish a schedule for correspondence and contracts.
5. Schedule entire year by October, if possible.
6. Include program schedule in September newsletter.
7. Keep track of postage and phone expenses for reimbursement.
8. Weftover Sale – Tables are for sale at \$5.00 per half table and \$10.00 per full table. Participants do their own set up and take-down. Proceeds go to WARP (Weave a Real Peace).
9. Annual Banquet – Program Chair works with Member Services and/or Refreshment Chair to arrange table settings, refreshments, door prizes, etc.

Revised June 1998

Revised April 2007

Job Description for Hospitality Chair

- One year term

Duties

The button person will arrive a few minutes early at each monthly guild meeting to display the buttons. The person in charge of the buttons will stand by the table where the buttons are displayed and assist members as they come through the door. After the conclusion of the meeting the person will collect all the buttons and pin them to the felt. The buttons are stored in the closet. It is the responsibility of that person to get the names of new members so a button can be made or to replace buttons that have been lost. Each meeting the names are taken and buttons are made for the following monthly meeting. The guild has a button maker which is kept with the person in charge of the buttons. The person is responsible for ordering button parts from BADGE A MINUTE. The guild will reimburse for the expense of the buttons. It is the responsibility of the button person to keep the buttons order.

Revised May 1998

Job Description for Theme of the Year Chair

- One year term

Duties

1. Decides on a theme of the year. Announces it at the September meeting and in the newsletter. The theme is a focus for members' weaving throughout the year. It is an educational opportunity for Guild members. The theme often ties in with the theme of the Northwest Regional Conference every other year or at least is picked that year to be the theme of the PHG's conference exhibit.
2. Encourages members to weave the theme through displays, programs or talks at meetings, and articles in the newsletter.
3. Arranges a display of members' work on the theme at the June banquet. Also has exhibiting members talk about their work to the group.
4. Helps or is responsible for exhibiting the theme weavings at our annual PHG show at Multnomah Art Center and at the Regional Conference if it is held that year. This is optional, since the Conference exhibit is usually designed and hung by a separate committee, but could be done by the Theme of the Year Chair if they were interested.

Revised 1998

Job Description for Director of Outreach

- Two year term, appointed in odd-numbered years
- Appoints Directors of Exhibits and Demonstrations

Duties

1. In the event that there is no chairperson for the Exhibits Committee and Demonstration Committee, the Director of Outreach oversees the various jobs and delegated them to individual volunteers if possible. The Director of Outreach provides advice, recommendations, and supplies necessary details and assistance to support exhibits and demos.
2. Maintain contact with the two committee chairs and other volunteers. Attend Board Meetings and report on the status of projects.
3. Maintain contact with Guild members through the newsletter and announcements at meetings. Information should appear in two consecutive newsletters prior to any event.
4. Keep track of timelines and long range planning in order to provide continuity, sometimes three years in advance.
5. Keep records on projects indicating how successful they were – what worked and what didn't. Keep records of all dates, contracts, and contacts.
6. Create a yearly budget for exhibits. Expenses may include the following:
 - a. Announcement cards – design and printing. MAC supplied postage for 250 (our list) and 250 (their list). [5/98 200/PHG 300/MAC]
 - b. Actual exhibit setup – ID cards, signage, setup expenses, props, correspondence, copying.
 - c. Reception expenses – paper service, beverages, etc. MAC did reimburse us one year. New sites may have other costs.
7. Create a yearly budget for demonstrations.
 - a. Budget varies.
 - b. State Fair demos may require mailing parking permits to participants.
 - c. Warps and wefts are needed; get reimbursed from PHG or use donated materials.

Revised June 1998

Revised May 2007 by LLW

Revised August 2010 by LLW

Job Description for Exhibits Chair

- One Year Term

Duties

1. Contact Gallery Coordinator for the Annual Exhibit of members' work. Arrange for exhibit space for PHG exhibit on a timely basis. Generally, this is 2 to 3 years in advance. Sign contract. Arrange for an Exhibit Coordinator to oversee details and hanging of the exhibit. Plan the theme (may adopt either the "Theme of the Year" or the ANWG Booth theme for this exhibit). Provide information to guild members via announcements at meetings and through the newsletter. Arrange for personnel or volunteers to plan and hang the show. Plan, print, and mail announcement cards (check gallery policy). Schedule gallery hostesses. Arrange details for reception if scheduled. Arrange details for Gallery talk if scheduled. Contact juror if needed. Provide news releases and publicity material to the Exhibit venue coordinator for the Gallery to use. Calculate budget necessary for the venue and activity and turn in information the PHG Treasurer for budget planning and Board approval.
2. The Director of Outreach can be contacted for volunteers to help with any phase of putting on an exhibit.
3. Submit newsletter articles about upcoming events on a timely basis. Generally, information should be placed in two consecutive newsletters prior to the event.

Budget

Budget will vary according to the venue of the exhibit. At MAC, PHG prints enough announcement cards for our needs and then we supply MAC with 500 cards for them to mail. We label about half of these from our mailing list. Other expenses include cost of designing and drafting the announcement card, ID cards for the exhibit, signage, setup expenses, props, correspondence, and copying expenses. Add reception costs, including paper service, beverages, etc. MAC reimbursed us sometimes in the past. New sites may have other costs.

Other Information

Currently PHG exhibits in these venues:

1. Multnomah Arts Center Gallery: Director of Outreach has initiated the request and will provide details regarding MAC Gallery (two years lead time) and turn over project to Exhibits Chair closer to scheduled date.
2. Multnomah Arts Center Lobby showcases can be reserved for PHG mini-exhibits and educational material. Check with MAC office to contact Lobby Display Coordinator.
3. New with details not yet confirmed. Exhibit connection with Museum of Contemporary Crafts at its new location and activities.

Revised July 2007

Revised August 2010 by LLW

Job Description for Demonstrations Chair

- One Year Term

Duties

Liaison to Guild members providing information about demonstrations and making recommendations for volunteers upon request, through the newsletter, individual contacts, or announcements at PHG General Meetings.

1. Answers specific inquiries and requests for demonstrations.
2. Recommends individual contacts for special requests.
3. Identifies and maintains a list of prospective demonstrators and their particular skills. Work with Membership Director to get list of members who specify demonstrations as a volunteer interest. Make announcements in the newsletter.
4. Advises Director of Outreach on status of demonstrations and requests. Provides report for Director of Outreach to give to the Board.
5. Advises person overseeing rental of guild equipment when looms will be needed for demonstrations.

Ongoing demonstrations as of June 2007 include

1. PHG Annual Sale. Details are usually handled and coordinated by the sale committee. The Demo Chair can provide names of volunteers and other resources.
2. PHG fall sale "Handwovens for the Holidays".
3. Demonstrations by PHG members at the Oregon State Fair are coordinated by the WeGO rep.
4. OFFF (Oregon Flock and Fiber Festival). Use volunteers available in late September. Procedure and contacts change each year. Demonstrations at OFFF are very informal, with demonstrators contacting OFFF officials themselves.
5. Museum of Contemporary Crafts – New in 2007. PHG might be asked to provide demonstrations at various times.
6. Various one-time requests. Two options have been a formal scheduling by the Demonstrations Chair or volunteers may contact the individual making the request directly.

Newsletter articles are submitted on a timely basis according to what is happening with whatever event. Placement of information generally goes into two consecutive newsletters prior to the event.

Budget

Budget information will change as well according to the situation. Generally expense for Demonstrations Chair will be minimal. State Fair demos require mailing information to participants. Personal delivery and pickup can cut costs.

Revised August 1998

Revised July 2007

Revised August 2010 LLW

Job Description for Director of Membership

- One year term

Duties

1. Maintain membership records
 - a. Collect dues
 1. Publish due date for dues in newsletter in April and May. Send membership form with April newsletter.
 2. Collect dues at April, May and June meetings and by mail.
 3. Collect dues throughout the year from new members.
 4. Forward money to the Treasurer in a timely manner.
 5. Provide names of new members to Hospitality Chair.
 - b. Record dues
 1. Maintain membership records in database
 2. Keep membership forms
 3. Keep track of life members
2. Provide labels
 - a. Provide labels by 15th of each month to mail person for the newsletter
 - b. Provide labels on an ad hoc basis as requested.
 - c. Keep the membership file updated with new addresses.
 - d. Provide names and addresses of all new members to President in September for New Member Tea.
3. Have Roster printed
 - a. Get the Roster printed in August.
 1. Solicit ads for the Roster.
 2. Collect dues and send to Treasurer.
 3. Prepare ads for printing.
 4. Take material to printer 2 weeks before mailing date.
 5. Give printer invoice to Treasurer
 6. Distribute rosters at Guild meetings in September and October. Those rosters not picked up will be mailed out.
 7. Include our Mission Statement in the Roster.
 8. Update sale information in the Roster each year.

- b. Provide updates to Roster information to the Newsletter Editor monthly.
- 4. Attend Board Meetings.
- 5. Bulk Mail was used in the past and was not cost effective.

Revised May 1998

Revised April 2002

Revised July 2007

Job Description for Director of Member Services

- Two year term, appointed in even years
- Appoints 2 Librarians, Book Order Chair, Refreshment Chair, Historian, and Raffle Chair

Duties

1. Act as liaison between appointees and the Board.
2. Assist with planning the June meeting refreshments.
3. Attend Board Meetings.

Revised June 1998

Job Description for Librarian

- One year term

Duties

1. The PHG Library has approximately 600-700 books, videos, and samples for loan to Guild Members. The library also maintains magazine subscriptions to 8 publications.
2. Checking out books:
 - a. Stamp the date of the next meeting on 3" x 5" cards. The member then inserts this dated card in place of the title card in the pocket of the book/periodical. The member completes the information requested on the title card and leaves that with us. The title card is then stamped with the date due for our records.
 - b. Due date is the following meeting, generally one month. If an audit of materials is not planned for the summer, items checked out at the June meeting may be kept for the summer and are due at the September meeting
 - c. A limit of three items may be checked out at any one time.
3. Checking in books:
 - a. Remove the due date card and replace the title card in the pocket of the book/periodical. Replace items on the shelves in the appropriate areas. Older issues of VAV magazine have an English translation pamphlet that is secured in each issue. Check to be sure that they are returned with the issue.
 - b. An overdue fee of \$1 is collected per book per month. The fees are collected as petty cash to purchase basic supplies for the library.
 - c. Mail notices of overdue books are sent at the Librarian's discretion.
4. Acquisition of new items:
 - a. Add to the master inventory by assigning the next available number. Record the inventory number in the PHG inventory database, as well as on the check-out card and pocket of each item. Stamp the large Portland Handweavers stamp in 3 or 4 places throughout the item, on the edge of the pages of a book. Glue a card pocket inside the back of the item. Stamp the pocket with the PHG stamp having an address to identify the book if it goes astray. Assign a category (i.e. General, Multiharness, Color & Design, etc.) and apply the appropriate color tape on the spine of the book. For example, A Handweavers Pattern Book by Marguerite Davidson would show a dark blue dot for General and the spine label would read :GEN (3 letter topic designation) and DAV (3 letters of the author's last name). Place in circulation. There is an allotment in the budget for acquiring new reference materials
 - b. Each book is assigned to a topic, (i.e. Basketry, General Weaving), which is also documented in the database. The database is Microsoft Access 2.0.
 - c. New issues of magazines are sent to the guild's post office box and brought to the meeting by the guild president. Magazines are marked with the name (i.e. Handwoven), issue number, and issue date on the checkout card pocket.

Budget

1. A proposed annual budget is submitted to the Treasurer. The budget should include renewals for all magazine subscriptions with a bit more for several purchases during the year.
2. The Treasurer needs to be notified when subscriptions are due to expire. The librarians will be aware of expiration dates marked on the mailing sleeve of magazine issues.
3. Large book orders need to be submitted to the PHG Board and possibly approved by the General Membership.

Miscellaneous

1. Arrive at the monthly meeting early enough so that the library can be available for members for 15 to 30 minutes before each meeting as well as at the break. Return the bookcases to the Guild's storage area at the close of the meeting.
2. We have so many good reference materials, particularly sample books, that the shelves cannot accommodate everything. You may choose to change the selection from time to time and perhaps have the other materials in the "stacks" available on demand similar to some public libraries.
3. An annual inventory is taken.
4. Repair materials as needed.
5. The librarians have keys to the PHG closet. The keys are authorized by MAC and need to be signed over to new librarians at the MAC office.
6. Refer to "Library" section of PHG Policies and Procedures for additional information.

Revised April 1998

Revised April 2002

Revised July 2007

Job Description for Book Order Chair

- One year term

Duties

1. Ordering and paying for books.
2. Submit year-end report to President that is passed on to the next book order person.
3. At each monthly meeting set up book order table with signup sheets for book titles suggested by members.
4. Orders books over internet or from dealer source.
5. At least five copies of each title must be ordered at one time
6. Checks should be made out to PHG. Books must be paid for at the time the order is placed.

Revised April 1998

Revised January 2006

Revised April 2007

Job Description for Refreshment Chair

- One year term

Duties

1. Arrive at 7:00 PM to start setting up for the Guild Meeting.
2. Refreshments are set up under the clock at the back wall.
3. Coffee pot and supplies for coffee and tea are in the closet.
4. Hot water is available at the MAC office.
5. Punch is optional. I make 14 quarts and it's usually gone!
6. The newsletter editor puts a plea in for refreshments, i.e. cookies, crackers, fruit, etc. to the membership each month (the same part of the alphabet that is supposed to help with room setup).
7. A donation cup is put on the table, and people do contribute.
8. Bring a tablecloth. As supplies are needed, such as coffee cups and punch cups, napkins, spoons, etc. Buy them, and keep a record of items and costs. Keep track of the donations. At the end of the year, submit the balance sheet to the Treasurer to be reimbursed for the difference between the donations and the actual costs.
9. At the end of the meeting put the coffee pot, punch bowl, and all supplies back in the closet, check to see what supplies are needed for the next meeting, and clean the table.
10. Work with Director of Programs and/or Director of Member Services on the refreshments for Annual Banquet in June.

Revised April 1998

Job Description for Guild Historian

- One year term

Duties

1. The Historian will document all guild programs and special events such as sales and exhibits.
2. The Historian is encouraged to take photographs of program presenters, workshops, exhibits, and sales.
3. A scrapbook will be kept with articles, publicity, sale flyers, photographs, etc.
 - a. The Historian will label scrapbook insertions as fully and accurately as possible to document members' identities, dates of special events, etc.
 - b. The scrapbook will be available for members to view at meetings and will be turned over to the guild library when completed.

Revised April 1998

Job Description for Raffle Chair

- One year term

Duties

1. Items for raffle are stored in the Guild Closet.
2. Be at the meeting early to select items (2-3).
3. The basket, tickets, and raffle sign are also in the closet.
4. Display items at a table near the information table.
5. Tickets are 2 for \$1.00.
6. Show items and announce the raffle at the beginning of the break before the program begins.
7. Sell tickets during the break.
8. Draw tickets right after the break and before the program begins.

Revised April 1998

Job Description for Director of Education

- Two year term, elected in even years
- Appoints Workshop Chair, Study Group Chair, Grant Chair, Rental Equipment Chair, and Information Table Chair

Duties

1. Attend Board Meetings.
2. Check in with appointed chairs before each Board Meeting and report to the Board of Directors.

Revised April 2000

Revised April 2002

Revised August 2010

Job Description for Workshop Chair

- One year term

Duties

1. Get signed contracts.
2. Arrange transportation and housing (work with Program Chair on this).
3. Set fees considering the following, with a goal of having workshops break even in the long run:
 - a. Instructor's fees
 - b. Room cost
 - c. Transportation cost split with program
 - d. Housing cost (host is usually given the workshop free)
 - e. Miscellaneous expenses (photocopying, mailings, snacks, instructors' lunches or special dinners)
 - f. Workshop Chair attends workshops for free.
4. Advertise in the newsletter monthly and post on a board at the meetings. Advertise all the workshops in September newsletter so people can plan.
5. Check with the President about her deadline for reserving rooms at MAC. Submit a list of workshop dates to the President.
6. Send out mailings to workshop participants.
7. Attend workshops as a helper to the instructor or find a replacement helper.
8. Collect fees at the workshop.
9. Get a check issued by the Treasurer for instructor's fees and travel.
10. Turn over all bills and money collected to the Treasurer as soon as possible after the workshop.
11. Talk up the workshops at each meeting so people will know who to contact for information.
12. Provide as much information as possible about the instructor and workshop descriptions.
13. Make coffee/tea. Set out treats to eat, napkins, etc.
14. Follow facility (e.g. MAC or Ruthie's) rules regarding people leaving the building once they are inside.

Revised June 1998

Revised August 2010

Job Description for Rental Equipment Chair

- One Year Term

Duties

1. Manage PHG rental equipment including inventory, records, scheduling, purchase, maintenance, publishing availability in newsletter.
2. Arrange with President for access to rental equipment when away.

Revised August 2010

Job Description for Study Group Chair

- One Year Term

Duties

1. Serve as a contact for Guild members wishing to join a study group.
2. Periodically check operating study groups for vacancies. When no vacancies occur, attempt to start a new study group when you have at least 3 persons waiting for a group. Hold a meeting with these people, give advice on operation of a group. Plan the first meeting and attend, if possible.

Revised 1998

Job Description for Grant Chair

- One year term

Duties

1. Secure proposals for the grant (see Policies and Procedures for guidelines).
2. Find a judge from outside the guild to review proposals and choose grant recipient.
3. Announce grant recipient at June guild meeting.
4. Award grant funds.
5. Monitor grant recipient to ensure results of project are shared with the guild as specified in the Policies and Procedures.

Job Description for Information Table Chair

- One year term

Duties

Set up the “Information Table” at each meeting near the “Name Tag Table”. The purpose of this table is to provide members and guests with information about memberships (PHG, HGA, etc), workshops, classes, shows, and other relevant information. Minutes of Board meetings should be available at the Information Table, as well as Guild Policies and Procedures, and current budget information.

It is important that the person at this table be knowledgeable about the Guild, and be able to answer questions or direct them to someone who can.

Revised June 1998

Job Description for Director of Sales

- One year term

Board Duties

1. Attend Board Meetings per year (fourth Thursday of the month).
2. Immediately after sale
 - a. Make sure space is secured for next year.
 - b. Contact Lisa Chan 503-235-7575
 - c. Choose co-chair for next year and ask him or her if they will volunteer.
 - d. Discuss how you will divide the workload and who else might help.
 - e. Put together a budget vs actual expenditure document to present to the Board.
 - f. Send thank you's to committee members.

By Month

August

1. Submit budget to Board for upcoming year.

December

1. Review publicity materials. If the format is to change choose an artist and begin to work with him or her.
2. Develop timeline for press release/publicity distribution/ mailing.

January

1. Clean up mailing list.
2. Publicize sale in newsletter each month from now on.
3. Begin planning demos (this would be a good task to delegate).
4. Invite any non-guild members that you would like to have join the Guild and participate.
5. Submit article for Guild newsletter by January 15.

February

1. Write press release; mail early in the month to publications needing long lead times.
2. Find out who is planning to participate and what props to use.
3. Artwork to printer by end of month (distribute publicity materials at March meeting so we will have time to distribute to other guilds. Ask Ladella about other guilds and how many pieces for each.)
4. Recruit volunteers who will do the mailing.

5. Find thrums for the bookmarks (Linda Hendrickson has great ones!)
6. Have sale labels, agreements, and inventory sheets copied (or have people copy their own from back of roster).
7. Have signs made for easels.
8. Submit article for Guild newsletter by February 15.

March

1. Distribute bookmarks and flyers, sale labels, sale agreements, and inventory sheets at Guild meeting.
2. Start collecting signups for volunteers the days of the sale at the Guild meeting.
3. Have insurance company send certificate of insurance to Convention Center. If you have questions about insurance, call Arlene at the Convention Center
4. 503-731-7825. See page 2 of the contract for insurance requirements.
5. Since we have no paid help, we have not been required to provide Workman's Comp., Employer's Liability Insurance, or Automobile Liability Insurance. We do need to name the additional insureds listed in item 3e.
6. Our insurance company phone #: 1-800-457-2379. Policy #52UUCJI2093. FAX #210-735-6431. Contact: Marsha.
7. Schedule paid advertising.
8. Contact Convention Center Event Coordinator and arrange for a phone line (for credit card authorizations), electricity, tables, chairs, and easels. Need at least 5 easels: three for hallway downstairs, and one upstairs by each escalator.
9. Make sure Treasurer has us set up to take credit cards.
10. Mail general press release by end of month.
11. Submit article for Guild newsletter by March 15.

April

1. Mailing to post office at least 1 month prior to sale.
2. Distribute artwork, sale labels, sale agreements, and inventory sheets at Guild Meeting.
3. Finish collecting signups for volunteers the day of the sale.
4. Confirm participants and props.
5. Produce floor plan. (We have not been required to submit this to the Convention Center, but for Fire Regulations be sure not to block any doors, obscure any exit signs, and leave aisles at least 10' wide.)
6. Arrange 1 or 2 trucks to take props from closet to and from the sale.
7. Submit article for Guild newsletter by April 15.

May

1. Sale! If the room is available, we try to set up as much as possible Thursday night. Music is

nice.

2. Name tags for the volunteers.
3. We can usually get into the building as early as 6AM, but have to get the security guards to let us in.

Revised September 1998