

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 website and provide announcements at meetings. Information should appear in at least two consecutive newsletters on the website prior to any event. Three months ahead is better.
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. Example: MAC supplied postage for 250 (our list) and 250 (their list). Number of cards needed now could be 700 as per the venue.
 - 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 and reimbursement policies. .
7. Create a yearly budget for demonstrations.
 - a. Budget varies.
 - b. State Fair demos may require mailing parking permits to participants. Administered by WeGO Rep. State Fair procedure has changed as of 2015. .
 - c. Warps and wefts are needed; get reimbursed from PHG or use donated materials.
8. Processes awards for various events such as ANWG Conference and communicates/coordinates with that event chair.

Revised June 1998

Revised May 2007 by LLW

Revised August 2010 by LLW

Revised June 2015 LLW