

JOB DESCRIPTION FOR ANWG REPRESENTATIVE

One year term

Number of reps: two, usually one old for continuity, and one new. The new rep 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.

- Notify Membership Chair to collect number of members as of closing date of membership year for payment of dues. June 30th PHG fiscal year end date is now also the date ANWG has selected for the count. Send check and fill out forms with the information as requested. A membership list or roster no longer as of June 2015
- At the AGM particular: Provide ANWG Reps with PHG business cards and brochures at the AGM. Call attention to PHG website. Bring Show and Share item if call comes for such.
- Expedite intensive communication back and forth; ANWG to PHG, and PHG to ANWG, keeping track of contact names and their contact addresses.
- 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

- Travel for one Rep to attend the ANWG meeting during the off-Conference year. This would include mileage and hotel stays at about \$300 – a bit less if the distance is nearer. Higher costs for both travel and lodging if a day away from Portland could be incurred.
- There would be no funds budgeted for travel during a Conference year, as it would be expected that the Rep would be attending anyway. *In the event an extra night housing and or meal is required in order to attend the ANWG AGM, such reimbursement should be requested.* 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.

Note: ANWG Policy determines This Job Description for the Guild Reps. PHG does not change the Job Description to fit PHG