

NWRH Board Positions

These members are voted into office by the membership, and have voting privileges for board decisions.

- President
- Vice President
- Secretary
- Treasurer
- Oregon "At-Large" Representative
- Washington "At Large" Representative

Additional appointed positions may be approved by board vote to support the activities of the chapter throughout the region. Currently, the only appointed position is the website administrator, however, it is likely that the outgoing board will continue to serve in appointed roles (such as the Beginner Kit Broker)

The "At Large" positions will be assigned tasks according to their interests and abilities, so their job descriptions may vary according to the needs of the incoming board. The job descriptions below represent how the current board has organized itself.

Note that all board members attend board meetings via Zoom calls that are held approximately once per month and most board members participate in demonstration or community outreach events when possible in their areas. Due to the usage of Zoom, it is no longer necessary to meet in person to organize chapter activities, which is especially helpful since that way, when we are at hook-ins, we can focus more on hooking and meeting up with our membership!

NWRH Job Descriptions

President

- Provide leadership for the team and the entire NWRH chapter
- Support other board officers as needed
- Provide leadership to help organize hooking events and promote rug hooking throughout Region 11.

Vice President

- Support to President, assuming the Presidential role as needed, or stepping in for other board members as needed.
- Assist with planning and execution of the AGM
- Assembly of the bucket raffle
- Assemble and distribute beginner's kits

Secretary

- Attend all board meetings, take minutes and report minutes (in writing) prior to the next meeting.
- Attend AGM, take minutes and report to membership at the next meeting.

- Support the board with whatever help is appropriate, such as door duties at the AGM, collecting/directing donations.

Treasurer

- Manage chapter bank account (deposits, checks, balancing, etc)
- Manage/Prepare chapter budget
- Process incoming mail
- Record financial transactions into chapter records and spreadsheets as needed
- Record membership dues payments and share to chapter membership Chair.
- Forward national dues (and member information) to National, coordinate on any questions for dues
- Report financial status during chapter board meetings
- Generate the annual 99N form for the IRS, also send to National
- Respond to board members and membership on financial questions

Oregon "At-Large" Position (Currently assigned as Membership chair)

- Keeps track of our chapter members status with Chapter 77 and ATHA National.
- Send renewal reminders to members twice a year in Spring and Fall to remind them to renew.
- Attend two events per year where I collect renewals.
- Contact our national membership officer to verify status of our members with ATHA
- Manage the goDaddy email distribution list and Google Drive membership roster. (The GoDaddy list is used to manage the email distribution of the newsletter and other communications.
- Attend one board meeting per month via zoom. (Sometimes these are held less frequently)

Washington "At Large" Position

- Represents WA rug hookers to have a more active voice on our board
- Coordinates rug hooking demonstrations
- Advertises and promotes participation from the membership
- Generate flyers for demonstration use
- Organizes information on local hooking groups (to share at demonstrations)

Website Administrator

- Maintain website, google drive, and godaddy services
- Organize the periodic zoom calls for chapter board meetings.
- Provide technical assistance to our board members
- Prepare email newsletter for distribution (Mindy has been doing this lately)