**Piedmont Fiber Guild Board Member Duties**

**Correct as of February 18, 2016**

\*All position holders are to review and update their job descriptions before leaving office.

\*All position holders are to attend board meetings. If unable to attend, notice must be given to president upon receipt of intended board meeting date.

\*If a board member is unable to attend a monthly meeting, they are to inform the president so their position can be covered during the meeting by the president.

**President**

* Lead monthly member meetings.  If unable to attend a meeting, insure that a board member is able to fill in.  The order of fill in is: Past President, Treasurer, Program coordinator, Secretary.
* Call and lead board meetings as needed.  It is recommended to have one during the summer before the first meeting in September.  Other board meetings are on an “as needed” basis.
* Insure other board members are fulfilling their duties.  If not, find out why and take corrective action.  Corrective action may include:
	+ Coaching the board member.
	+ Come to an agreement that the board member is unable to fulfill their duties.  If this happens, President will inform the other board members and an inquiry will be put out to fill the position ASAP.
* Act as spokesperson for guild in such circumstances that warrant this.
* Appoint board nominating committee in February.
* Contact Arts on Main in June to confirm meeting dates for upcoming year.
* Regularly check or delegate checking of guild PO Box:
	+ PO Box 2 Gastonia, NC 28053
	+ As of 2/18/16, Geraldine Nehl checks the PO Box on a regular basis.  She forwards any banking information to the treasurer.  If other mail is pertinent, she forwards it to the president.

**Past President**

* Fills in when current President is unable to attend a guild meeting.
* Assists current President when needed.
* Guides current President during the transition is needed.
* Oversees the scholarship assistance fund committee which consists of: Past President, Treasurer, Workshop Chairperson and one member at large.

**Treasurer**

* Properly balances guild checking and savings accounts in accordance with Generally Accepted Accounting Practices for non-profits.
* Before August, meets with outgoing treasurer to review bookkeeping process.
* Reports account balances, monthly deposits and withdrawals at each guild meeting.
* Prepares any necessary tax filings required for a 501©3 organization.
* Pays yearly fees for such items as:
	+ PO Box
	+ Guild website domain
* Along with guild President, have their name on each account and access both in person and to online banking.
* Along with membership coordinator, insures which members have paid dues.
* Works with workshop and program coordinators to ensure teachers and speakers receive their payments.
* Along with the prior treasurer, presents the past guild year’s budget to the president.
* Prepares the annual budget for each guild year.  This should be done prior to the summer board meeting.
* Acts as a resource for new undertakings regarding available assets.
* Pays rent to Arts on Main twice per year for meeting room (September and January).
* Pays $300 yearly rent to Arts on Main for guild booth space.

**Programs Chair**

* Coordinates fiber related programs/speakers during regular guild meetings.  These are done during the October, November, January, February, March, April and May meetings.
	+ The September meeting is for members to show off what they made during the summer and December is the Christmas party.
* Elicits and encourages program ideas from members.
* Follows up with booked speakers at least two weeks prior to the meeting to insure they are committed.
* Informs newsletter, publicity and Webmaster chairs of program schedule.
	+ Includes a short bio of each speaker.
* Works with treasurer to procure speaker payment.  Generally, the speaker is paid during the meeting.
	+ Current pay schedule is $75 for non-guild speaker and $50 for guild member.  $.55/mile for travel
	+ Other expenses (ie: a reasonable hotel only if a guild member cannot be found to house the speaker) should be discussed with President and treasurer.
* Contact speaker before meeting to insure they are still coming and know where to come.
* Introduce speaker at guild meeting.
* Sends speakers a thank you note.

**Secretary**

* Takes meeting minutes at all regular and board guild meetings. Emails President and newsletter editor meeting minutes before dispersing to the membership group.
	+ All regular guild meeting minutes are shared with the newsletter chair and webmaster.
	+ All board guild meeting minutes are shared with board members only.
* Key items to provide in meeting minutes:
	+ All important decisions made.
	+ Speakers’ names and topic discussed.
		- Any important points brought up from the speaker’s discussion.
* Assists President with other secretarial tasks as needed.  Examples include:
	+ Thank you notes as needed.
	+ Chat group message 1 week prior to regular guild meetings reminding members of:
		- The meeting time, place and date.
		- Who signed up for refreshments – coordinate with Hospitality
		- Who signed up for opportunities – coordinate with Hospitality
			* Include note to contact Hospitality chair if refreshment/opportunity volunteers are unable to follow through.

**Newsletter Editor**

* Gathers information from guild members to include in monthly newsletter.
	+ Sends out request for information via guild chat group.
* Creates and distributes newsletter via chat group in a Word or pdf format to all guild members.  This task is to be completed at the beginning of each month of the guild meeting year (September to May) and bi-monthly (or more) during the summer months.
* At monthly meetings, asks for volunteers to host upcoming handwork meetings.
* Monitor Yahoo Chat Group for information to be included in the newsletter.
* Works with membership chair to maintain a current guild member roster.  Review and remove names of unpaid members when the new yearly directory is published in October.
* Keep track of expenditures for printing and mailing.  Present receipts to treasurer for reimbursement as needed.
* Forward notes, information and requests from individual members to the chat group as needed.

**Service Projects/Charity**

* Researches service projects that membership would be interested in supporting.
	+ This can include some of the past service projects such as:
		- Heifer International
		- Chemo caps
		- Household and beauty products for those in need
		- Preemie baby blankets
* Service projects should be:
	+ Easy for everyone to participate in
	+ Involve a reputable, well known charity
		- Beneficial to a community – not just an individual
	+ Somehow related to fiber (since we’re a fiber guild)
* Be able to present information to the guild membership about the project and how it benefits a community.
	+ The presentation should be done at an early fall meeting.
* Coordinates delivery of donated items to the service project.
* Ensures the service project benefactor knows the items are from the guild.
	+ If the organization publicly acknowledges gifts, make sure the guild is on that list.
* Keeps membership informed via meetings and in chat group regarding:
	+ When more items are needed.
		- Provide time if handmade items are needed
	+ Status of when items are given.

**Webmaster**

* Fiber Guild website:
	+ Creates and maintains guild website in accordance with purpose and mission of guild.
		- Items to be included but not limited to on the website:
			* Newsletters
			* Upcoming guild events
			* Meeting dates
			* Library list of items
			* Other items that are appropriate to let site visitors know what the guild is about.
	+ Determines appearance, location and hardware server with board member input.
	+ Keeps treasurer informed of domain or other fees related to running the website.
* Fiber Guild Yahoo Chat Group:
	+ Monitors chat activity between members.
		- Brings to the attention of board members (or President only if needed) any chat group activity that might be inappropriate
	+ Maintains and updates guild files (ie: Rental Agreements, current membership lists.)
	+ Occasionally remind members the rules of the chat group. Examples:
		- Always put your name on your chat messages.
		- Don’t change topic in progress.  Start a new chat subject.
	+ Sets new members up with access to the chat group.
		- Information is received from membership chair.
* Email
	+ Reviews all emails that come to fiber guild email address.
		- Sends replies when necessary.
	+ Distributes certain emails to the group or an individual member as necessary.

**Membership Chair**

* Maintains active roster of members.  Roster should include:
	+ Name
	+ Addresses
	+ Phone (cell and landline if given)
	+ Email address
	+ Paid dues status
* Distributes electronically, the current member roster to the Webmaster to update in the files of the chat group.
	+ Interested members can print or save to their computer their own list as needed from this file.
	+ Membership Chair informs guild via chat group that a new roster is available.
* Deposits membership checks as received into guild checking account.
	+ Informs treasurer of this transaction so they can update guild accounting.
* Keeps members informed of the date membership is due.

**Librarian**

* Maintains a current list of items in guild library.
	+ Every quarter, provides the Webmaster with a current library inventory list for inclusion in the chat group file section.
* Maintains a lending system of library items.
	+ If items are checked out for more than 3 months, librarian contacts member on the status of the item.  If member is unwilling or can’t return the item, Librarian informs board members.
* Submits to guild board any ideas or member suggestions for items to be included in the library.
* Sends titles and descriptions of new library additions to the newsletter editor.
* At least once a year, purges out older items that haven’t been checked out in a specified time frame.  These items are made available to guild members at the next monthly meeting.  Items that aren’t claimed by guild members are given to a charity.

**Publicity/Marketing Chair**

* Oversees the public perception of the guild.
* Coordinates with workshop chair to publicize upcoming workshops to the community.
* Keeps current contact information for news publications and websites that can advertise guild activities and meetings.
	+ Local newspapers – Examples below
		- Gaston Gazette
		- Charlotte Observer
		- Lincoln Times
	+ Fiber related magazines – Examples below
		- Ply
		- Spin Off
		- Our State?
		- Interweave
* Networks with other area guilds/art organizations for marketing and event ideas.  Examples are:
	+ Charlotte Knitter’s Guild
	+ Arts on Main
	+ Gaston Arts Council
	+ Local yarn shops
* Maintains guild’s Facebook and Ravelry page.
	+ Asks members to submit pictures of any recent fiber activities that should go on Facebook page.
* Keeps guild publicity items in stock and current.  Distributes as needed to guild members
	+ Guild Book Marks
		- Gail has layout
	+ Guild banner (there are 3: 2 that are printed and 1 that is made of fabric.  Currently (7/11/15), Maurice has the fabric one and Chris Dunlap has 1 of the printed ones.  The other printed one’s whereabouts are unknown right now)
* Coordinates guild events.
	+ If members find an event they think the guild would be interested in, they first send it to publicity.
	+ Members contact with events in their area.  Chair puts out chat message to evaluate member interest.
		- If enough interest, chair asks for a member to “oversee” event.
			* Chair does not have to oversee or attend the event if a member to do this can be found.
	+ Maintains a list of yearly events and informs guild via chat group when the events are coming up:
		- Hoyle House – Dallas, NC September 12, 2015
		- Mt Holly Arts Festival – Mt Holly, NC September 26, 2015
		- Belmont Days – Belmont, NC October 3, 2015
		- Cotton Ginning Days – Dallas, NC October 10, 2015 (Actually October 9-11 but guild only participates on Saturday)
		- Carolina Alpaca Celebration – Cabarrus County February 21-22, 2016
		- Mt Holly Farmers Market – Spring, 2016
		- Lowell Freedom Festival – May, 2016
		- Knit In Public Day (with Charlotte Knitter’s Guild) – Spring, 2016
		- Gastonia July 4th celebration (with Arts on Main) July, 2016

**Hospitality/Opportunity Chair**

* Coordinates guild volunteers for refreshments and opportunity items for general meetings and special events.
* At the September meeting, passes out sign-up sheets for food, drinks, opportunity items and greeter for each guild meeting from October to May.  If no one signs up for a duty on a specific date, sends a chat note out 2 weeks prior to the meeting to get volunteers.
* Sends names of upcoming meeting volunteers to the newsletter editor each month.
* Contact the members who signed up for refreshments and opportunity items one week before the meeting to remind them to bring their items.
* Maintain supplies for refreshments and opportunity items in the guild storage cabinet.  Alert president and/or treasurer if supplies are running low – I’m assuming supplies are paid for out of guild fund?
* Insure the refreshment table is cleaned up after each meeting.
* Conducts opportunity drawing at each meeting.
	+ Collected money is counted and verified by hospitality and another board member.
	+ The amount of money collected is recorded in the meeting minutes and then given to the Treasurer to deposit.

**Workshops**

* Coordinates fiber related workshops for guild members and community.
* Finds what type of fiber related
	+ Discusses with the workshop teacher:
		- Topic of class
		- Their instruction fee
		- Maximum and minimum number of students
		- Location and time of class
		- Advertising of class
	+ Determines if the workshop has interest.
	+ Determines the price of the workshop.
* Works with members who have used the guild scholarship to set up workshops to complete their scholarship obligation.

**Equipment Manager**

* Houses and maintains guild owned equipment:
	+ Drum Carder
	+ Cotton Hand Carders
	+ Elbee Picker
	+ Spinning Wheel (2)
* Contact for members who want to rent fiber processing equipment. Current rental rates are:
	+ **Equipment Rental Fee Security Deposit**

Drum Carder $30 $50

Cotton Hand Cards $5 $20

Elbee Picker $30 $100

Spinning Wheel TBA TBA

* When contacted by a member who wants to rent equipment:
	+ Insures member knows how to use the equipment and provides any safety information
		- If member does not, equipment manager gives a lesson on usage
	+ Reviews rental policies and fees with requestor or insures the renter has read and understands the rental policies.
		- Policies and rental contract are located on the Yahoo Chat Group under the Files tab.
	+ Arranges for delivery of the requested equipment.
	+ Has member sign the rental agreement and collects rental fee and deposit.
		- The signed rental agreement is kept on file by the Equipment Manager
	+ Rental fee is deposited into guild account.
		- Equipment Manager ses guild deposit slips and deposits rental checks into guild account.  Checks can also be given to the treasurer to deposit.
	+ Deposit is held by Equipment Manager until the equipment is returned and inspected.
		- If the equipment is returned in the same manner it was given to the member, the deposit money is given back to the member.
		- If equipment is not returned in a clean, workable manner (ie: the same way it was given to the renter) the Equipment Manager informs the board and puts the deposit money into the guild’s bank account.