

# WWN Policies and Procedures Manual

## Section 14

### Crafts

October 24, 2023 Rev 1

#### Duties, Policies and Procedures Pertaining To: Crafts

##### A. Duties

There shall be a Craft Chairperson responsible for:

1. Planning and organizing a monthly craft activity.
2. Providing information to the Club Newsletter.
3. Maintaining a written record of activities and procedures for this committee to be used by future Chairpersons.
4. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

##### B. Procedures:

1. The Chairperson may use a committee to achieve the desired goals.
2. A request for volunteers to host a craft can be announced at the general meeting and a sign-up sheet can be provided. A craft project can be as simple as making a seasonal wreath or painting a tee shirt and can also be a specific art project contracted at a business location.
3. Determine crafts and locations for next month's event. Bring samples to display at the sign-up table at the general meetings.
4. Projects should be able to be completed within 2 to 4 hours.
5. Check with the person who creates the Master Calendar so there is not a conflict with other Club activities. Vary the meeting days, meetings usually on any weekday.
6. Write a Craft Article for publication in the monthly Newsletter.
7. Create a sign-up sheet with date, time, location, cost, what the cost covers and a sample of the project. Attendance may be limited to a certain number of participants at host's request or due to location limit. Payment for the craft class will be made to the person holding the class,
8. A week prior to the event, contact all parties involved in the craft event by email or phone to confirm attendance and any reservations. Remind them of the location, time, cost, supplies required, and include directions as necessary.
9. Attend the monthly board meeting and report on your craft events.

**NOTE:** The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.