



GREATER VANCOUVER

Weavers & Spinners Guild

since 1935

HANDBOOK: How We Function

2015

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INTRODUCTION

This Handbook provides an overview of the various positions the Guild has created to ensure its continued good functioning. Each position listed has a job description and the ensuing responsibilities as well as some guidelines to help those undertaking these jobs.

The Handbook is organized so similar jobs can be identified within the organizational structure. The Appendices include the specific forms and documents the Guild uses as well as some position guides.

This Handbook is written in Word for easy modification. The PDF format is posted as a public document on the website.

PURPOSE of the GUILD

- 1. To promote, encourage and improve the art and craft of weaving and spinning.*
- 2. To provide an opportunity for the sharing of knowledge, skills and ideas among the members of the Society.*
- 3. To emphasize the importance of achieving and maintaining the highest possible standards of excellence in all work.*
- 4. To collect current literature and other materials relating to the art and craft of weaving, spinning and dyeing and to make these available to all members of the Society.*

(Constitution)

1. GOVERNANCE

POLICIES

There are five (5) directors of the Guild; President, Vice-President, Treasurer, Past President, Recording Secretary.

1. The Directors are authorized to create such ad hoc Committees as may from time to time be required.
2. No rule, made by the Society in a general meeting, invalidates a prior act of the Directors that would have been valid if that rule had not been made.
3. The Directors shall retire from office at each annual general meeting when their successors shall be elected.
4. Separate elections shall be held for each office to be filled.
5. An election may be by acclamation; otherwise, it shall be by ballot.
6. If a Director resigns her office or otherwise ceases to hold office, the remaining Directors shall appoint a member to take the place of the former Director.
7. The Directors may, at any time and from time to time, appoint a member as a Director to fill a vacancy in the Directors.
8. A Director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting.
9. No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office. (bylaws)

1.1 PRESIDENT

1. Presides over all Executive Meetings, General Meetings and the Annual Meeting (held in September of each year)
2. Is an Ex-Officio member of any standing committee
3. Prepares an Annual Report for the Annual Meeting
4. Represents the Guild for official purposes, or appoints someone to do so when requested.
5. Carries out the following duties:
 - a) Files annual report with the BC Registry Services
 - b) Prepares annual budget with executive

- c) Schedules and books all meetings for the year
- d) Contracts for meeting space
- e) Signs-up annual membership with Association of North West Guilds
- f) Provides a copy of annual report to the community associations as required
- g) Requests a summary of all motions passed during the year from both Recording Secretaries and compiles a list of policies and decisions made.

1.2 VICE-PRESIDENT

1. Acts in place of the President when President is unavailable
2. Is responsible for managing and updating job descriptions as necessary
3. Assists the President as required

1.3 PAST PRESIDENT

1. Provides continuity to the Guild.
2. Offers support to the President.
3. Assists the President as required

1.4 RECORDING SECRETARY

Guidelines

The purpose of the minutes is to

- record decisions
- provide insight into why decisions were made
- allow those who were not present to learn what happened at a meeting

Recording Secretary

1. Attends and take minutes of all General and Executive meetings throughout the year.
2. Arranges an alternate secretary should they not be able to attend a meeting.
3. Records minutes accurately, with special attention to recording all motions and resolutions.
4. Records changes and/or additions to information that has been announced and published in the newsletter
5. Records all actions and commitments, ensuring the responsible member's name is noted.

6. Drafts Executive and General Minutes for review by the President. Finalizes minutes and distributes them electronically to the Guild Executive who arranges distribution to the membership
7. Files a printed copy of the minutes of all Executive, General membership and Annual General Meeting minutes in the GVWSG Minute Book, permanently stored in the library, and ensures an electronic copy is stored.
8. Ensures a record of all motions approved by the executive and the membership is kept in the GVWSG Minute Book and a copy is provided to the President.
9. Submits an annual report to the President at year end.
10. Keeps a record of the minutes and attachments; the Archivist, Treasurer and Membership Coordinator keep applicable Society records.

1.5 TREASURER

Policies

1. All money spent must be approved in the annual Guild budget. Expenses that will exceed the budget must be pre-approved by the Executive.
2. In order to carry out the purposes of the Society the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as they decide and in particular but without limiting the generality of the forgoing, by the issue of debentures.
3. No debenture shall be issued without the sanction of a special resolution.
4. The members may by special resolution restrict the borrowing powers of the Directors but a restriction so imposed expires at the next annual general meeting. (bylaws)
5. Travel expenses will be paid at the rate of an economy return flight or mileage for travel in a personal vehicle at the rate posted by the Canada Revenue Agency (2014 rate is 49.4¢ per kilometer). The rate paid will be the lesser of a return flight or mileage.
6. The GVWSG will pay \$40.00 per night (2014 rate) to anyone providing a billet for a workshop instructor, program presenter, or other invited guest.

Treasurer

Note: There is a Treasurer's Procedure Handbook which outlines the detailed steps of this responsibility.

1. Maintains the business relationship with the Guild's authorized accredited financial institution, including ensuring that signing authorities are up-to-date with the financial institution.

2. Maintains an accurate electronic record of all financial transactions (currently [2014] Quicken), and reconcile these electronic records each month with the Bank statements.
3. Maintains an audit trail for all financial transactions.
4. Deposits money and cheques in the name of the Guild into the appropriate Guild bank accounts as outlined in the Treasurer's Procedure Handbook.
5. Disburses Guild funds and issues cheques in the name of the Guild as approved through the annual budget and in accordance with the Guild's fund reimbursement procedures as outlined in the Treasurer's Procedure Handbook.
6. Manages and maintains the Guild's term deposits as outlined in the Treasurer's Procedure Handbook.
7. Prepares monthly financial statements, an annual financial statement and other financial reports, e.g., budget vs. actual, as requested by the Executive and the Guild members.
8. Assists the Executive and Committee Chairs in the preparation of an annual budget for approval by the Executive by fiscal year end. Each Executive member and Committee Chair with a budget is responsible to keep track of the amounts spent within their budget.
9. Arranges for an annual review of financial statements by a third party. Provide these reviewed financial statements to the membership or review at the Annual General Meeting.
10. Throughout the term of office, maintains and updates the Treasurer's Procedure Handbook.
11. Upon ending term as Treasurer, organizes a detailed briefing for the incoming Treasurer and provides continuity to the incoming Treasurer for, at a minimum, the first three months of the incoming Treasurer's term.
12. Submits Annual Report to the President at the Fiscal Year end.

MEMBERSHIP

2.1 MEMBERSHIP

Guidelines

1. A schedule of fees for all members shall be drawn up by the Directors and presented to the membership for approval. With the approval of the membership, this schedule may be altered from time to time as required.
2. Membership fees shall be due and payable between June and September of each year and a discount may be authorized for early payment. The membership year runs from June 1 to May 31 of the following year.
3. Members shall receive the Society Newsletter; have access to all meetings and programs with full voting privileges; may participate in intra-Society exhibitions, workshops, competitions and sales; and are entitled to use the Society library and to rent the Society looms and other equipment.
4. All members are in good standing except a member who has failed to pay the current annual membership fee or any other subscription or debt due and owing to the Society and the member is not in good standing so long as the debt remains unpaid.
5. The names of such delinquent members shall be deleted from the membership list in October and distribution of the Newsletter to them shall be discontinued.

Membership Co-ordinator

1. Advises membership of annual renewal requirements.
2. Prepares and updates membership application form. Provides form to the editor of Weavers' News and the GVWSG Newsletter for inclusion in the publications in May and June and to the website committee for posting.
3. Receives membership application forms and annual fees. Brings copies of the membership application and membership cards to each meeting and is available to process memberships.
4. Checks the mailbox at meeting centre over the summer to collect and process any membership applications.
5. Submits fees to Treasurer and provides receipts to members.
6. Maintains the register of all members including name, address, phone number, email address and web/blog URL.

7. Sends every new member a letter, a copy of the constitution and bylaws, executive and committee contacts, the Welcome Package, and the updated membership directory.
8. Forwards new members email addresses for inclusion on email lists for newsletters.
9. Sends the membership directory to all members by email in December, February, & April.
10. Maintains a shorter directory with Members' names, phone numbers and email addresses. Sends this to the executive, committee chairs and library contact person.
11. Reviews the Welcome Package by checking with the chair of each committee to see that the blurb is correct and that contact information is accurate. Provides this for posting on the website in October.
12. Prepares "New Membership Year" email for distribution which consists of the Constitution and bylaws, the Executive and Committee contacts, the Welcome Package and the current membership directory.
13. Keeps a list of members who do not renew by October and provides it to the President for follow-up.
14. Members without email:
 - a) Keeps a list for each year of members who do not have email addresses.
 - b) Prints the GVWSG Newsletter and sends it via Canada Post to each of these members
 - c) In October, mails copies of the Welcome Package, the membership directory, the executive and committee contact sheet and the constitution.
 - d) Follows up with an updated membership directory in February. Provide this list to the editor of the GVWSG Newsletter and of Weavers' News.
 - e) Prints and mails hard copies of the newsletter to the Guild archivist and to the Vancouver Public Library, Serials Section, 350 West Georgia Street, Vancouver, V6B 6B1.
 - f) Maintains a yearly list of members who want to join the guild on Ravelry and supplies this list to the person who maintains the Ravelry site.
 - g) Maintains a yearly list of members who want their fibre related personal Website or Blog linked to the GVWSG website. Obtains a two to three sentence description from each of these members and provides this to the website keeper along with the name of the member and appropriate URL.
15. Maintains a list of members who do not want their email addresses published and provides this to the newsletter and bulletin editors.
16. Maintains a list of members who do not want photos of themselves or their work published in the newsletter or on the website and supplies this to the editor of the newsletter and the website manager.
17. Maintains list of members for each year who want to join the guild on Ravelry and supplies this list to the person who maintains the Ravelry connection.

18. Maintains a list of members for each year who want their fibre related personal Website or Blog linked to the GVWSG website. Obtains a two to three sentence description from each of these members and provides this to the website keeper along with the name of the member and appropriate URL.
19. Prints and mails hard copies of the newsletter to the Guild archivist and to the Vancouver Public Library, Serials Section, 350 West Georgia Street, Van., V6B 6B1.
20. Submits an annual report to the President at year end.

2.2 NOMINATIONS

Guidelines

1. The Nominating Chair shall not be a member of the Executive of the Society.
2. Directors of the Society shall take office at the conclusion of the AGM.
3. Article V Elections of the Bylaws should be followed.

Nominations Chair

1. Informs the general membership of opportunities to run for office or be appointed to committees.
2. Finds members to fill each of the Executive Directors' positions - President, Vice-President, Recording Secretary (can be a shared job), Treasurer.
3. Recommends members to the Directors for appointment to each of the Committee Chair positions.
4. Places a formal notice in the newsletter prior to the AGM providing information about the nominations and election process.
5. Four months prior to the Annual General Meeting (May) begins by asking each Executive member if they are willing to serve another term of office.
6. Draws up a slate of each active member in good standing who is willing to stand for election to an officer's position and submit this to the membership for vote at the AGM.
7. Receives additional nominations of any Active member in good standing from the floor at the AGM, provided that the person nominated is willing to serve.
8. Submits a list of new Executive Members, their phone numbers and email addresses to the President, new Executive, membership coordinator and newsletter editor as soon as possible.
9. Submits an Annual Report to the President at year end.

2.3 ANWG REPRESENTATIVE

1. Ensures annual membership dues are paid to ANWG.
2. Attends the ANWG annual representatives' meetings at various locations in the north west region and at the ANWG conferences. If this is not possible, either delegates another guild member to attend or arranges for a proxy. Expenses for this are paid by the GVWSG.
3. Participates in any telephone or on-line meetings of ANWG.
4. Receives information about regional ANWG conferences, distributes it to guild members and encourages GVWSG members to attend.
5. Receives and distributes information about grants and other benefits made available to guild members by ANWG.
6. Arranges for the Exhibits Committee to oversee planning and installing a booth at bi-annual conferences.
7. Checks the ANWG (www.anwg.org) website for updates from other representatives and distribute this information.
8. Asks the ANWG publicity chair to update GVWSG news on the ANWG website so as to keep it current

3. RESOURCES

3.1 LIBRARY

The GVWSG owns and maintains a library that includes books, magazines, and DVDs for the benefit of its members. The librarian oversees the maintenance, development and library helpers to make the library accessible to members

Guidelines

1. The library is open one hour before each meeting and during the break between the business and program portion of the meeting.
2. An electronic copy of the library holdings is available to members upon request.
3. Copies of the list are available in the library, sorted according to: shelf number, author, subject, and title.
4. The executive determines the fine for the late return of library items. The current fine is \$1 per month for each item overdue.

Librarian

1. Provides for supervision of the library whenever it is open.
2. Selects and purchases books and DVDs and subscribes to journals on weaving, spinning, dyeing, basketry, knitting, and other fabric related subjects to provide a balanced collection for the use of GVWSG members.
3. Classifies all acquisitions according to the system designed for this collection. The Library Manual provides guidance on classifying items.
4. Maintains an electronic record of library holdings.
5. Introduces all new items to the membership at meetings and in the Guild Newsletter.
6. Maintains a record of expenditures and manages the library budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
7. Maintains a circulation file that tracks books, journals, & other items that have been borrowed. Checks this file for items that are overdue and contacts the borrower so the items are returned. Levies fines as defined by the Executive.
8. Maintains a list of library volunteer staff to work in the library. Works in cooperation with a library staff volunteer who schedules individuals to work at specific meetings to: assist

members in borrowing and returning library items; maintain records of library transactions; put items returned back in their place.

9. Undertakes a yearly audit of library holdings: noting items missing or needing repair; shelving items correctly that have been incorrectly placed; removing back issues of journals more than 5 years from the current year.
10. Cares for items that are damaged if possible so the item continues to be available to members.
11. Submits an annual report to the President at year-end.

3.2 EQUIPMENT

The Guild owns weaving, spinning and other fibre related equipment for use by members.

Policies

1. Small looms, spinning and other equipment is kept separately at the homes of designated committee or other Guild members.
2. The Executive sets the rental fees which are part of the Guild's revenue.
3. Rental fees must be paid in advance of obtaining equipment.
4. A damage deposit of \$100.00 is required to rent equipment.

Equipment committee and Co-ordinator

1. Stores designated equipment safely and rents out to Guild members
2. Arranges the equipment contract and the appropriate invoice with the particulars of borrowed items which the member signs. Provides the member with a copy of the contract.
3. Collects rental fees and returns these fees to the Treasurer.
4. Keeps records of rentals and issues receipts.
5. Keeps the equipment in good repair
6. Maintains good communication amongst its members.
7. Sells old equipment with the Guild Executive's approval.
8. Purchases new equipment with the Guild Executive's approval.

9. The Equipment Committee chair provides an updated inventory list, along with replacement values and location, to the President and the Treasurer.
10. Maintains a record of expenditures and manages the equipment budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
11. The Committee chair submits an annual report to the President at year end.

3.3 MEETINGS

Hospitality Co-ordinator

1. Welcomes members and guests to meetings.
2. Provides name tags for members and guests.

Refreshment Co-ordinators

1. Arranges refreshments for all general meetings and the Annual General Meeting
2. Responsible for set up and take down of meeting room, preparation of the urn, replenishes refreshment supply cupboard and brings mild/cream for each meeting.
3. Ensures that refreshments are supplied for each meeting by cookie call.

Cookie Call Co-ordinator

1. Schedules and reminds volunteers to bring refreshments for each meeting from September to February and March to September.
2. Sends an e-mail to the President with names of members bringing food so they may be acknowledged.
3. Submits an annual report to the President at year end identifying all those who contributed.

4. EDUCATION

4.1 PROGRAMS

Guidelines

1. An educational program is generally held at each monthly meeting.
2. An honorarium is provided to the speaker based on the approved annual budget.

Program Co-ordinator

The Program Coordinator arranges a program for each monthly meeting based on the interests of the members as well as the program budget.

1. The December and May meetings are usually social potluck meetings and usually there is a gift exchange at the December meeting.
2. Arranges for all necessary equipment for each program: tables, digital or slide projector, screen, trolley, blackout curtains, etc., and for safe storage of the Guild equipment during the year.
3. Arranges billet for instructor and payment to billet according to current guild rate.
4. Arranges with the Treasurer ahead of time for an honorarium cheque for the speaker.
5. Introduces the speaker and program to the members and thanks the speaker at the end of the program or else arranges for someone else to do it. Presents the honorarium to the speaker with a thank you card in an envelope at the end of the program.
5. Maintains a permanent record of past programs and those planned for the coming year along with contact information on the speakers.
6. Provides descriptions of the upcoming programs for the Guild website, the newsletter, Weavers' News and to the Publicity Chair before each of their deadlines.
7. Writes a short summary of recent programs, or ensures they are written, for the website and the newsletter.
8. Maintains a record of expenditures and manages the program budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
9. Submits an Annual Report to the President at year end.

4.2 WORKSHOPS

Guidelines

1. Workshops are organized on a cost recovery basis.
2. Travel expenses are paid at the rate established by the Guild.
3. The Guild pays the facility booking deposit if the booking is cancelled.
4. Participants pay the full registration fee when registering.
5. Registration usually starts 3 months in advance of the workshop,
6. Registration fees are not refundable. The registrant may arrange a suitable substitute and the coordinator will provide names from the waitlist, if any.
7. In instances of cancellation due to illness or other emergency, participant's registration fees may be refunded at the discretion of the Workshop Co-ordinator.
8. GVWSG members are given registration priority. An additional \$30 fee is added for non-GVWSG members who want to register for a workshop. If there is still room available 2 weeks before the workshop, the fee for non-members is waived.
9. The Guild reimburses anyone providing a billet for a workshop instructor at the current rate established by the Guild.

Workshop Co-ordinator

1. Receives proposals for possible workshops from Guild members or instructors.
2. Announces the workshop idea at executive and regular meetings and circulates a sign-up sheet to determine Guild members' interest level and day/time preference.
3. Contacts prospective instructors for details.
4. Decides on dates, times, and location for workshop in consultation with the Guild President and the instructor.
5. Researches and identifies suitable locations for holding workshops; contracts with the facility for the specific workshop; liaises with the facility and confirms arrangements before the workshop.
6. Asks instructor(s) to provide: a) fee per person or daily fee b) maximum number of participants c) minimum number before cancelling d) materials fee, if any.
7. Develops budget for workshop.

8. Develops and signs contract with instructor, including cancellation terms.
9. Prepares workshop announcement for newsletter including registration information.
10. Announces workshops at Guild meetings and circulates sign-up sheets.
11. Registers participants when full workshop fee is received.
12. Provides fees to Treasurer who issues receipts.
13. Keeps a waiting list of prospective participants if workshop is full. If a registrant wishes to cancel, provides names on waiting list to registrant to make their own transfer arrangements.
14. Arranges support for workshop, including copying handouts, arranging equipment, organizing refreshments.
15. Arranges billet for instructor.
16. Keeps registrants informed about workshop, including preparation instructions and directions to workshop venue.
17. Maintains a record of expenditures and manages the workshop budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
18. Submits an Annual Report to the President at year-end.

4.3 MEMORIAL LECTURE

The Memorial Lecture is an annual event that provides Guild members with an opportunity to attend a presentation from an outstanding fibre artist.

Guidelines

1. The lecture is free of charge and open to the public. Members of other guilds are invited.
2. This event is partially funded by the annual interest earned by the Dorothy McDonald Memorial Fund and the Ruth Reed Fund.

Memorial Lecture Co-ordinator

1. Invites a speaker to provide a presentation
2. Negotiates fee and contract with presenter.
3. Arranges venue and contract for the event.
4. Arranges transportation and accommodation for the presenter, if required.

5. Works with the Workshop Coordinator to present a workshop, if possible, at the same time as the Memorial Lecture.
6. Arranges audio-visual and other equipment for the speaker.
7. Organizes refreshments and/or catering for the talk.
8. Writes a promotional piece (including a call for food) for the GVWSG newsletter and sends it to the newsletter editor and website editor. Promotion in the Guild newsletter has to be made several times.
9. Writes a promotional piece for the public and other guilds. Give this to the Guild publicity committee for distribution.
10. Prepares signage for the outside of the venue
11. Introduces the event and the speaker.
12. Requests cheques from treasurer; pays the speaker and the venue.
13. Maintains a record of expenditures and manages the Memorial Lecture budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
14. Keeps custody of all files relating to the Dorothy McDonald Memorial Fund so these will be available for publicity purposes in perpetuity.
15. Maintains a record of the Annual Lectures listing speaker, title, place and date.
16. Submits an Annual Report to the President at year end.

4.4 SCHOLARSHIP FUND

Guidelines

1. The money available for scholarships consists of the amount of interest earned by the Memorial Scholarship Fund at the time of the Committee's deliberations.
2. Each award is flexible depending on the amount of funding available, the number of applicants, and the proposed projects.
3. The Memorial Scholarship Committee will consist of the Chairperson of the Memorial Scholarship Committee, one or two members of the Standards Committee and at least one member with expertise in the applicant's area of proposed study.

Scholarship Fund Committee

1. Publicizes the availability of Bursaries, Scholarships, and Awards of Merit to the membership in newsletters, on the website and through verbal communication.
2. Receives applications for awards.
3. Arranges for meetings of the Memorial Scholarship Committee for the purpose of considering these awards, as soon as is reasonably convenient after receipt of applications for an award.
4. Examines the applications and recommends to the executive to whom grants will be awarded, the amount and times of disbursements of awards, the number of grants given, and the number of grants given to any one member within a given time. The executive votes as to whether to approve these recommendations.
5. May make recommendations to the applicant and will accept resubmissions.
6. Presents the award (in the form of a cheque) along with a Certificate and letter of congratulations to the successful award candidate at a Guild meeting.
7. Submits notification of award winners to the membership through a newsletter article and web posting and encourages winners to submit a newsletter/web item as well.
8. Maintains a record of expenditures and manages the scholarship budget as approved in the annual budget. Submits receipts to the Treasurer in a timely manner and requests approval for budget increases from the executive in advance.
9. Considers and proposes updates to the Guidelines for the fund.
11. Submits an Annual Report to the President at year end.

4.5 STANDARDS

Guidelines

1. The Standards Committee consists of three members including the coordinator and two others appointed by the Executive.
2. All work submitted for Guild sales or exhibits shall be placed before the Committee.
3. Before any work is judged, the name of the maker is to be removed or covered over.
4. Rejected work, when returned, will be accompanied by a written statement, giving reasons for rejection and suggestions for improvement of the work. Work rejections may be re-submitted at any time after improvement has been made.
5. All weaving submitted by members for exhibition sponsored by the Society must bear the Society label or have won an award at a major exhibition or competition recognized by the Society. (bylaws)

Standards Committee

1. Reviews all submissions according to the established standards (see Appendix)
2. Decides if each submission meets the standards and may be accepted for the event.

4.6 SHOW & TELL CO-ORDINATOR

1. Sets up a table at each meeting for members' items for show and tell.
2. Asks those displaying items to fill in slips giving their names and details about the items.
3. Shows each item to its best advantage and asks the maker to give a description of that item. Passes this item around to the membership if the maker agrees.
4. Encourages all members, especially beginners, to show their work. To encourage participation, the committee may want to use a theme for one of the meetings, for example a special interest group may put on a special Show and Tell.
5. Arranges for someone to do Show and Tell if committee members are not available.

4.7 MENTORING CO-ORDINATOR

1. Invites guild members to offer their time to mentor another guild member.
2. Arranges suitable mentors for guild members to assist in problem-solving.
3. Focuses on supporting needs of individual members.

5. COMMUNICATION

5.1 CORRESPONDING SECRETARY

The Corresponding Secretary receives and writes letters on the Guild's behalf and keeps them organized. The following tasks form the majority of work required in this position.

1. Sends a letter or a sympathy card to the family of any Guild member who dies, expressing our condolences and letting the family know that a donation to our memorial fund has been made
2. Sends thank you notes and get-well cards on official Guild note cards.
3. At the end of the year destroys any correspondence of no lasting or future importance.
4. Submits an Annual Report to the President at year end.

5.2 NEWSLETTER

Policies

1. The newsletter is published 5 times a year – September, November, January, March, & May
2. The deadline for articles is the end of the month prior to publication.
3. The advertising fee is \$50 per year for businesses and \$5.00 for personal equipment for sale.

Advertising Co-ordinator

1. In early September contacts all businesses that advertised the previous year to see if they want to continue, or change their advertisement.
2. Identifies potential new advertisers through other fibre events.
3. Communicates with the newsletter editor and e-bulletin person regarding changes in advertisers or ads.
4. Communicates with newsletter editor, e-bulletin person and web co-ordinator regarding our advertisers up-coming events, sales etc.
5. Distributes equipment for sale notices to newsletter editor, e-bulletin person, and web co-ordinator.
6. Collects advertising fees and submits them to the Treasurer.

Newsletter Editor

1. Invites and compiles articles submitted for publication.
2. Writes articles, gathers photos and artwork for the newsletter.
3. Prepares the newsletter layout..
4. Submits final edition for distribution to all members via e-mail.
5. Arranges for printing and mailing of newsletter for members not on the e-mail list.
6. Maintains a record of expenditures and manages the newsletter budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.

5.3 WEAVERS' NEWS EDITOR

1. Compiles all notices of events, items for sale, and requests that are submitted by Guild members.
2. Creates the bulletin for distribution by e-mail.
3. Distributes the bulletin and newsletter by e-mail.
4. Maintains up-to-date mailing list of Guild members and others who receive mailings.

5.4 WEBSITE CO-ORDINATOR

The Website Co-ordinator works with other website workers to advance the GVWSG goals. The website represents an electronic venue where the general public and guild members can learn more about the guild, its activities, and fibre related information.

1. Maintains the Guild's website by regularly updating the technical requirements.
2. Establishes a web committee which works on creating an interesting website for Guild members.
3. Encourages contributions from Guild members.
4. Works with Guild members responsible for particular web pages to develop their pages as necessary.
5. Maintains website pages/posts etc. through regular updates.
6. Develops a budget to support the website.

7. Ensures the domain name hosting, currently at Namespro, is paid by submitting a request to the Treasurer.
8. Ensures the Wordpress server, currently at Media Temple, is paid by submitting a request to the Treasurer..
9. Maintains a record of expenditures and manages the website budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
10. Submits an Annual Report to the President at year-end.

5.5 PUBLICITY

All publicity for the Guild must be referred to the Publicity Co-ordinator and to the Directors for approval before publication (*bylaws*).

Publicity Co-ordinator

The Publicity Co-ordinator assists the Membership, Exhibitions, and Programs volunteers to promote the Guild and Guild activities. Activities include: monthly meetings, exhibitions, lectures, and events as well as Guild participation at special events (demonstrations, conferences, National Spinning and/or Weaving Week, and the Memorial Lecture).

1. Promotes the Guild and its activities by sending meeting and event listings to the media and all appropriate fibre-related groups and connections including suppliers, the GVWSG newsletter, e-news and website. Also, whenever possible, provides media releases and photos for special events and organizes media interviews.
2. Maintains a current e-mail list of media contacts and lower mainland, BC, Washington, and national fibre guilds
3. Ensures the Guild Membership Brochure and promotional materials including bookmarks, signage, and display materials are available at each Guild meeting, event and/or activity
4. Reviews and annually updates all promotional materials including sending Membership information for posting on the Guild website
5. Researches and pursues new initiatives to raise awareness about the Guild and its events/activities with a particular focus on reaching demographics currently under represented in the Guild Membership.
6. Develops and initiates new promotional means to market and promote the Guild including social networking opportunities as well as e-news/e-magazine connections.
7. Maintains a record of expenditures and manages the publicity budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance as approved in the annual budget.
8. Submits an Annual Report to the President at year-end.

5.6 GENERAL INQUIRY CO-ORDINATOR

The General Inquiry Co-ordinator ensures contact information is made available on the Guild web page, at the community centre and in the newsletter. Other tasks include:

1. Asks the Website Co-ordinator to make sure the general inquiry e-mail address is linked to the Guild website so that inquiries written in the Contact section are forwarded to the General Inquiry Co-ordinator.
2. Answers inquiries directly or directs the inquiry to the appropriate person or website.
3. Answers questions on guild meeting dates, guild membership and privileges, available workshops, upcoming conferences and supply sources. (Newsletter advertisers should be offered first as sources of supplies.)
4. Maintains a list of useful contact information.
5. Submits an Annual Report to the President at year-end.

5.7 ARCHIVES/HISTORIAN

1. Collects and collates the minutes, financial records, newsletters, library holdings and annual reports of the Guild.
2. Collects all relevant items, documents, and photographs related to important events held by the Guild.
3. Catalogues and stores all collected items securely until transferred to the City of Vancouver Archives.

6. COMMUNITY OUTREACH

6.1 DEMONSTRATIONS CO-ORDINATOR

The Demonstration Co-ordinator identifies opportunities and responds to requests from the community to demonstrate weaving and spinning. Other tasks include:

1. Makes all arrangements with the venue to hold the demonstration.
2. Finds and organizes volunteers to participate in the demonstration.
3. Writes reports for the newsletter regarding demonstrations.
4. Co-ordinates with publicity co-ordinator.

6.2 EXHIBITS CO-ORDINATOR

The Exhibits Co-ordinator identifies exhibition opportunities for the Guild and organizes exhibitions. The Co-ordinator may organize a committee to assist with the work. Tasks include:

1. Finds space for exhibitions
2. Organizes the Exhibition
 - a) Establishes the parameters and criteria: Theme/title of Exhibit, juried or non-juried, entry fees, etc.
 - b) There should be at least a six-month period between the announcement of a show and the deadline date for submissions.
 - c) Arranges for a juror if it is to be a juried show. Decide if jurying will be by digital image or actual piece.
 - d) Writes up a "Call for Submissions" and sends it to the GVWSG website and newsletter. (sample form is available)
 - e) Writes up an "Entry Form" and sends to the GVWSG website and newsletter. (sample form is available)
 - f) Coordinates with the Standards Committee if needed
 - g) Circulates sign-up lists at Guild meetings and gets commitments.
 - h) Arranges rooms for exhibits, jury, standards etc. Some volunteers may be needed.
 - i) Submits expenses to the Treasurer for re-imbusement
 - j) Organizes volunteers for the installation and directs the installation.
 - k) Organizes an opening event if required.
 - l) Organizes dismantling of the exhibit.
 - m) Works closely with the Publicity Co-ordinator
3. Maintains a record of expenditures and manages the budget as approved in the annual budget. Submits receipts to the Treasurer in a timely manner and requests approval for budget increases from the Executive in advance
4. Submits an Annual Report to the President at year-end.

APPENDIX 1:President's Tasks

September

- a) Chairs the Annual General Meeting and prepares agenda.
- b) Files the Society Annual Report (Form 11) as required by the *Society Act*
Registration can be filed online at:
<http://www.bcregistryservices.gov.bc.ca/local/bcreg/documents/forms/0731bfill.pdf> (payment via credit card)
OR complete Society Annual Report (Form 11) and mail via Canada Post:
BC Registry Services
P.O. Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
(payment via cheque)
- c) Confirms meeting space for the year (Sept – June).
- d) Pays the annual rent
- e) Submits a copy of the Annual Report to Aberthau Community Centre, for inclusion in their records for the year.

January

- a) Prepares a list of meeting dates and times and the rooms requested for September through June of the following year.
- b) Submits the list to the Aberthau Community Centre.

May

- a) Requests Executive and Committee Chair Annual Reports be submitted by June 30 (or at the June meeting).
- b) Requests a summary of all Motions passed during the year, from both Recording Secretaries.

June

Collects Annual Reports of the Executive Members and Committee Chairs.

August

- a) Collects remaining Annual Reports and write President's Annual Report.
- b) Submits the President's Annual Report for publication in the September newsletter, along with the Annual Financial Report.

APPENDIX 2: Standards

These standards consist of three parts: 1) Technical standards, 2) Jurying standards (established by CABC) and 3) Guidelines for organizers and jurors (established by CABC).

In a woven article the major focus of the article must be handwoven. Commercial kits are not acceptable. When designs are historical or traditional reproductions or adaptations there must be an accompanying label giving credit to the source.

1. TECHNICAL STANDARDS

1. A. *SUITABILITY OF MATERIALS AND DESIGN*

1. Fibres and yarn used should have compatible properties and be suitable for the purpose of the article, e.g. table linens should be launderable and fibres for wall hangings should be suitably durable.
2. Weave, pattern and sett must be suitable to the intended use.
3. Re-used materials should be labeled as such.

2. B. *WORKMANSHIP*

1. No threading errors.
2. No knots in warp or weft. All joins must be inconspicuous. On the back of traditional tapestries it is permissible to leave ends of weft hanging free.
3. Absence of skips and treadling errors.
4. Consistent beat.
5. Good edges and even selvages.
6. Sets of towels or placemats and napkins should be a uniform size with a maximum of 0.5 cm in difference.

3. C. *FINISHING*

1. Secure and even fastening of fringes which are suitable and in proportion to the article. Any fringe should be durable with respect to the function of the items.
2. All stitching, whether by hand or machine, should be inconspicuous unless used as embellishment.
3. All articles for sale should be preshrunk and pressed except for some decorative items, e.g. wall hangings, rugs and must be provided with cleaning instructions and fibre content.
4. Linings should be compatible with the function and design of the article. Cushions should have inner linings and be filled appropriately and according to government regulations.

5. Wall hangings must be ready to hang with a mounting device attached. Hanging or mounting materials are an integral part of the design and must be appropriate for the weight and size of the hanging.
6. Hems should be in harmony with the overall design and function of the item.
7. The inside seams of woven garments should be finished neatly and securely (with coordinating thread) — machine or hand overcast, taped or serged.

4. D. HANDSPUN AND HAND-DYED SKEINS

1. Skeins must exhibit uniformity of spinning technique, i.e. consistently even or deliberately textured
2. Yarn size should be compatible with the character of the fibre used, i.e. length of staple, crimp.
3. Handspun should be free of stains, second cuts and foreign matter.
4. Hand-dyed yarns must be washed and free of residual dyes.
5. Twist must be set.
6. Skeins should have no knots i.e. a continuous length of yarn.
7. Skeins should be tied securely and neatly.
8. Fibre content, weight and length must be recorded on an attached label. Hand-dyed skeins must include information on dye-stuff and mordants.

5. E. FELTING

1. Felting for garments should be firm enough to stand wear — especially slippers.
2. There should be no thin or weak spots (hold it up to the light).
3. Edges of garments should be finished neatly — either rounded cut or oversewn — no straggly edges.

APPENDIX 3: Guidelines for Executive Committee Incoming Members Revised 2014

Welcome to the Executive Committee of the Greater Vancouver Weavers' and Spinners' Guild. We are extremely glad to have you onboard. Here are a few general guidelines to help you be successful in your new role:

1. Information and instructions for your position are in the Info Package which you have received from the retiring office holder. If you have any questions, please ask any previous holder of your position or any other Executive Member.
2. All monies spent on behalf of the Guild are reimbursed by the Treasurer. A Requisition Form (sample attached) must be completed and the original receipt(s) attached.
3. The budget is set at the beginning of each term by the Treasurer and the Executive Committee at the first Executive meeting of the new year (held in September). Any expenses beyond the established budget allocation require pre-approval by the Executive Committee.
4. Your Info Package outlines the duties of your position. If you have trouble carrying them out, please ask for help.
5. An Annual Report is required by most Executive Members and should be given to the President at the June Executive meeting so that s/he can prepare her report for the September Annual General Meeting. The report is designed to inform the President what each Executive Member or Committee has done throughout the year and if there needs to be improvement in any area. Please keep a file copy of your Annual Report in the Info Package given to you when you took on the role.
6. If you think any of the items on your job description need to be changed you must discuss this with the Executive Committee. No changes of duties should be made without approval of the Executive Committee.
7. Suggestions for new endeavours, or new methods of operation, are always welcome. Please share your ideas, knowledge and expertise. Do not, however, make unauthorized changes or expenditures before laying your proposals before the Executive Committee. Do not commit the Guild to any new course of action before consulting the Executive.
8. When your role with the Executive/Committee Chair begins to near its term, please ensure that the Info Package is complete and up-to-date, and ready to pass on to the incoming incumbent. The incumbent must receive the role description, budget info, and all history that you've kept on file, ready and organized. Please pass all info onto the person who takes over your job and give him/her as much help as possible.

APPENDIX 4:

Greater Vancouver Weavers' and Spinners' Guild - Rental Agreement

Equipment can only be rented by Guild members.

It is agreed that:

1. The Guild member is renting for her/his own use, and the equipment is not to be given to some other person.

2. It is the responsibility of the Guild member renting equipment to pick up and return items; rental rates apply for the duration of the period the equipment is out. If the equipment is not returned by the time the rental period is up, additional rental fee will be charged.

3. Equipment will be returned in the same or better condition than it was received. The renter is liable for the cost of replacement or repair of equipment should it be damaged or destroyed or should parts be missing.

4. A deposit is required when equipment is rented. The deposit will be applied to the repair or replacement of the rental item if it is damaged or destroyed.

5. Prior to each rental, please record any existing faults in the equipment, such as scratches or missing parts.

member name:

address:

phone: **email:**

signature: **date:**

equipment:

Indicate person renting out equipment and their contact information:

APPENDIX 6: Memorial Scholarship Fund

APPLICANTS

ELIGIBILITY OF APPLICANT:

1. The applicant must be an active member, or an Honourary Life Member of the Greater Vancouver Weavers' and Spinners' Guild.
2. The applicant may have any level of textile expertise.
3. The applicant should take part in Guild functions.
4. The applicant should demonstrate a professional attitude.

D. CATEGORIES:

1. BURSARY: This non-repayable grant is given to members who may have limited textile or fibre experience but who demonstrate a committed attitude toward their area of study.
2. SCHOLARSHIP: This non-repayable award is given to members who have achieved a high level of expertise in their textile area.
3. AWARD OF MERIT: This grant for the pursuit of textile studies, is awarded to members who have produced excellent textile work but who have not made an application for funds. The recipient will not be obligated to present his/her experiences to the Guild. The Committee will accept suggestions from the membership for this award.

E. APPLICATION PROCEDURE FOR SCHOLARSHIP OR BURSARY:

1. Formal application for scholarship or bursary may be made at any time.
2. The applicant must submit a definite educational proposal in writing to the Committee in advance of the course date.
3. The place of study may be a recognized institution, school or workshop headed by a recognized or outstanding instructor. However, applications for individual, specialized study projects will also be considered.
4. The applicant must submit a resume of fibre/textile experience – this includes weaving, spinning, dyeing, off-loom weaving, basketry, felting.
5. The applicant must submit several textile pieces representative of the range of his/her current work.
6. The applicant must list applications for grants from other possible sources of funding.

F. OBLIGATION OF SCHOLARSHIP OR BURSARY RECIPIENT:

It is hoped that the recipient will provide a lecture, demonstration, slide presentation, show-and-tell, newsletter submission, or workshop, this to be set up within a reasonable period of time.