

Effective Date: 03/05/2023

Amendments in DRAFT

General Committee Information

DRAFT

Purpose

The Guild's goals are accomplished by the work of committees.

The purpose of this document is to define the different types of committees and detail general guidelines for all committees, committee chairs, and committee work.

Definitions

ANWG – Association of Northwest Weaver's Guilds

HGA – Handweavers Guild of America

BOD – Board of Directors

Authority/Relevant Documents

Policies & Operational Procedures: Board of Directors; Finances; Operational Details; Individual Committee documents

Policies

I. General Guidelines for Committees

- A. The size of all committees, unless otherwise prescribed, is at the discretion of the committee chair.
- B. Committees may persist from year to year, as their work is on-going, and shall be referred to as Standing Committees. Standing Committees may have subcommittees, which contribute to committee chair responsibilities.
- C. Committees may be created for a specific purpose and their duration is limited by the scope of their work. These shall be referred to as Ad Hoc Committees.
- D. Committees, subcommittees, and individual members' actions are subject to existing Guild Bylaws, Policies and Operational Procedures.
- E. Existing Guild Policies and Operational Procedures for the receiving, handling, counting, and management of funds shall be followed by all committee chairs and members at all times. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow

existing Guild POPs for budget development and adjustments. See Finances document.

- F. Specific committee functions are listed in separate Policy and Operational Procedure documents.

II. Committee Chair Responsibilities

A. Chair responsibilities common to all Chair positions

1. Committee expenditures are monitored and submitted to the Treasurer by Committee Chairs in accordance with existing Policies and Operational Procedures.
2. Committee Chairs are expected to keep Guild membership and the Board updated on committee activities through meeting reports, newsletter articles, and social media updates, **as appropriate**.
3. Standing Committee Chairs should receive a notebook at the beginning of their term from the outgoing Chair regarding activities, duties, etc. of the chair and the committee.
4. Committee Chairs are expected to create an Annual Report detailing the committee's activities, budget, and goals for the next year. Annual Reports are due at the end of each fiscal year. The report is prepared in duplicate; one copy is given to the **Board** and one copy remains in the committee notebook.
5. Committee Chairs wishing to address the Board of Directors may do so at any annual, regular, or special meeting at the discretion of the Board by requesting time on the agenda or during a period set aside for this purpose by the Board.
6. Committee Chairs shall assure the training of "backup" members for critical functions.

B. Standing Committees with Subcommittees

1. **Most standing committees will utilize subcommittees to accomplish their goals.**
2. **The leader of a subcommittee is referred to as the Lead and is responsible to the Committee Chair.**
3. **A Committee Chair may also be the Lead of one or more subcommittees.**
4. **Subcommittee Leads are expected to do the following:**

- a. Consult with the Committee Chair when questions arise as to the direction of work efforts.
- b. Keep the Chair informed about activities, budget issues, needs, and planning.
- c. Participate with the Chair as requested during the budgeting process and the annual reporting process.
- d. **Lead** positions are voluntary and are not term limited. **Leads** are expected to indicate their desire to continue or to leave their position by March 15th of each year **and should communicate this desire** to their Chair **and/or to the Chair** of the Recruitment Committee.
- e. **Maintain records of Subcommittee activities as requested by the Chair of the Committee or as needed to facilitate others who may fill this role in the future.**

Standing Committees and Their Subcommittees

Appendix A

Communications Committee

- Newsletter Subcommittee
- Publicity Subcommittee
- Social Media Management Subcommittee
- Website Management Subcommittee
- Zoom Scheduling Subcommittee

Member Education Committee

- Camel Subcommittee
- Grants Subcommittee
- Beginning Weavers Subcommittee
- Showcase Subcommittee
- Study Groups

Membership Committee

- Yearbook Subcommittee

Programs and Workshop Committee

Properties Committee

Public Outreach Committee

- ANWG/HGA Subcommittee
- Charitable Projects Subcommittee
- Fair Events (includes Sheep to Shawl and 4 X 4) Subcommittee
- Library Displays, community, and school activities Subcommittee

Resources Committee

- Digital Samples (ad hoc) Subcommittee
- Historian Subcommittee
- Library Subcommittee

Show and Sale Committee

Social Events Committee

- Holiday Party Subcommittee
- Hospitality (formerly Refreshments and Sunshine) Subcommittee
- Picnic Subcommittee

Director Chaired Committees

- Finance Committee
- Policies & Operational Procedures Committee
- Recruitment Committee