



### **Study Groups Chairperson -- Job Description**

- I. Determine topic.
- II. Arrange for meeting place and time.
- III. Announce at guild meetings.
- IV. Submit information for newsletter.
- V. Prepare or arrange for a member to lead discussion at the meeting.
- VI. Meet and discuss topic.
- VII. Organize special spinning or weaving events, as desired. May be a class, a get-together outside of regular meetings, summer spinning days, demonstrating at the Fair.
- VIII. Keep in touch with local businesses, as desired, to coordinate spinning or weaving events (for example, Saturday Spinning at a local shop) and make sure the community knows about these events.
- IX. Assist in planning spinning or weaving workshops for the Guild. Suggest possible teachers or class subjects.
- X. Field calls from the local community, as desired, for volunteers to participate in events at schools or other public venues. Mostly this consists of taking the information and passing it on to the group.
- XI. For Intensive Study Groups, in addition to the above:
  - A. Create a flier to advertise the Intensive.
  - B. Collect the fees for the Intensive.
  - C. Keep track of participants and what equipment or weave they are planning for the Intensive.
  - D. Prepare notebooks to hold samples and Intensive information.
  - E. Research information available for the topic and perhaps add more significant articles to the notebooks.
  - F. Plan for the noon meal arrangements. Offer tea, coffee, water, etc., or whatever other amenities are desired.
  - G. Plan for clean-up of the meeting place at the end of the Intensive. Usually all pitch in to assist.
  - H. Keep a budget of the Intensive fees and expenditures and make a report to the board.
- XII. Orient a successor.