



handweavers guild of boise valley, inc.

Outreach Chairperson – Job Description

- I. Keep the Purposes of the Guild from the Bylaws always in the forefront - “The purposes of the Handweaver’s Guild of Boise Valley are to carry on, study, and foster the arts and crafts of handweaving, spinning, and fiber arts.”
- II. Coordinate activities with the Board, who holds the responsibility of carrying on the business of the organization.
- III. Coordinate guild involvement in community events, which may include the following:
 - A. Demonstrations
 1. Foster, encourage, and recruit guild members to volunteer to demonstrate at suitable local events to educate people about fiber arts and to spread the word about the guild.
 2. Ask for members to commit to demonstrating at events, keeping in mind this is a volunteer organization.
 3. When requests are sent from outside to the guild for demonstrations, organize volunteers, displays, etc.
 - B. Displaying Fiber Art created by guild members
 1. Facilitate guild members displaying their fiber arts in community venues and events, and in local and regional group and juried exhibitions.
 2. Announce information about exhibition opportunities to the guild at meetings and in the Newsletter.
 3. When requests are sent from outside to the guild for local displays, organize guild members to loan their work for the display and organize volunteers to set up and take down the display.
 - C. Facilitate and coordinate guild involvement with any planned sale event, and keep in mind the not-for-profit status of the organization in the planning of sale events.
- IV. Develop press releases, when appropriate, for guild events.
- V. Put guild information in newspapers and community calendars.
- VI. Collaborate with the Membership Officer for items VI. and VII., as this is also part of the Job Description for this officer.
- VII. Promote events to members at meetings and by adding information into the Newsletter.
- VIII. Give updates about guild activities to the Social Media Chairperson, as needed.
- IX. Give updates for the guild website to the Webmaster, as needed.
- X. Orient a successor.