



### **Policy on Membership Directory**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. to publish a Directory once a year in October, with guild information and a list of current guild members.
- II. Directories will include contact information for each member who has paid the yearly dues by September 15.
- III. Business advertisements may be placed in the Directory.
- IV. The fees for placing advertisements in the Directory will be \$10.00 per space of 4 1/4 by 5 1/2 inches.
- V. The Membership Officer will coordinate the preparation and distribution the Guild Directory at the October meeting.
- VI. A committee may be created to assist in the making of the Directory, as needed.
- VII. Creating the Directory
  - A. Collect advertisements for the Directory from vendors, and encourage other members to collect them.
  - B. Obtain the advertisement copy vendors wish to have placed in the directory.
  - C. Format and print the Directory using your favorite software.
    1. Include the list of members with address, phone numbers, email addresses.
    2. Consider verifying information on the list with individual members.
    3. Include information about meeting dates, program topics, list of officers, other committee positions, website, mailing address and general guild information, as space allows.
    4. Consider including a handwoven sample on the front cover.
    5. Include the advertisements from the vendors who have paid the fees.
  - D. Print the Directory using your favorite method. Options include a local printing company for copying, your own home printer, etc.
  - E. Print enough copies for members.

- F. Print extra copies for possible new members.
- G. Print labels for the directory, one per member. Apply the labels and distribute at the  
October meeting.
- H. Mail any directories that are not picked up by members.