



### **Sample Exchange Chairperson - Job Description**

- I. Ask Members to sign up for the sample exchange.
- II. Samples may be weaving, spinning, dyeing, or other fiber samples of interest.
- III. Remind Members when samples are due.
- IV. Determine the appropriate number of Samples needed. A suggested number is the number of members in the guild, plus one for the guild.
- V. Samples are due at the first of the month, and will be available for exchange the following month. This offers the opportunity for the Chairperson to promote the sample in the Newsletter.
- VI. Scan the sample and create an electronic version of the sample itself. Send this to the Newsletter Editor with information about the sample for that month; or give a sample to the Newsletter Editor for scanning.
- VII. Place samples into a file folder in the Sample Box.
- VIII. Also, place a check-off sheet with all the members current at the time of the sample exchange into the file folder with the samples. There may be a separate sheet with each set of samples.
- IX. Members are responsible for taking their sample and checking off their name on the sheet in the folder.
- X. If there are samples remaining after 12 months, they will be distributed to any new members, or to others at the discretion of the Sample Exchange Chairperson.
- XI. Members who live a long distance from Boise may choose to send self addressed, stamped envelopes (SASE) in order to receive their samples. The Sample Exchange Chairperson will mail a sample to them monthly using the SASE.
- XII. Give updates about guild activities to the Social Media Chairperson, as needed.
- XIII. Give updates for the guild website to the Webmaster, as needed.
- XIV. Orient a successor.

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