



### **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.
- 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. Provide information to the Newsletter Editor monthly during the guild year for publishing in the Newsletter. This may include notes about the sample, and a photo or scan of the sample.
- VII. Place samples into a file folder in the Sample Box, from which members may select their Samples.
- VIII. 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.
- IX. A member may choose to send self addressed, stamped envelopes (SASE) in order to receive their samples.
  - A. The Sample Exchange Chairperson will mail a sample to them monthly using the SASE.
  - B. A member may request samples at various intervals other than monthly.
- X. Give updates about guild activities to the Social Media Chairperson, as needed.
- XI. Give updates for the guild website to the Webmaster, as needed.
- XII. Orient a successor.