



Study Groups Chairperson -- Job Description

- I. Determine any desired topics of study, with input from the membership.
- II. Arrange for a meeting place and time.
- III. Make announcements at guild meetings.
- IV. Submit information for the newsletter.
- V. Prepare or arrange for a member to lead discussion at the meeting, as desired.
- VI. Organize special events, as desired. This may be a class, a get-together outside of regular meetings, summer spinning days, demonstrating at the Fair, etc. Coordinate these with the Outreach Committee.
- VII. Offer suggestions to the Vice Presidents for Guild workshops, such as possible teachers or class subjects.
- VIII. 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, including a copy for the Guild Library.
 - E. Research information available for the topic and perhaps add 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.
- IX. Give updates about guild activities to the Social Media Chairperson, as needed.
- X. Give updates for the guild website to the Webmaster, as needed.
- XI. Orient a successor.

Revised December, 2021