

*WW*

*Warp & Weft*

*WG*

*Weavers Guild*

# **Board, Chairpersons and Volunteer Responsibilities**

=== From 2010 with minor updates ===

**March 2019**

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## Overview      Board and Volunteer Responsibilities

This set of Job Requirements were written about 10 years ago. As such, some details have changed, but the overall responsibilities & gist of each volunteer job is useful

These documents provide guidance to new and prospective Warp & Weft Weavers Guild Board Members and Committee Chairs by providing a basic idea of what is involved with each job. This also includes several forms and our Master Calendar which provides direction for the Board over different parts of our Guild year.

We've had instances in the past where a former Board Member was in conversation with a newer Board Member and the new Board Member has said: 'Oh, I didn't know I was supposed to do that !'.

This compendium is intended to smooth the transition from one Officer to another and to provide an understanding of what is needed for each volunteer job in our Guild. This also provides a reference of what-to-do's should the need arise.

Clearly, the successful operation of Warp & Weft Weavers Guild depends on Guild Members volunteering their time to accept and complete tasks and responsibilities that allow our Guild to continue to operate successfully. Our Guild needs your help.

Two other important Guild documents, not included here, are the Bylaws and Rules of Operation which govern and guide Guild activities and decisions. Both are posted in Members Only on our Website.

Submit any additions / changes to otherwise improve the contents of these documents to the President.

## **Guild President: Description of Responsibilities**

### **Purpose:**

The President coordinates all Guild activities and works to ensure individual officers and volunteers follow through on their commitments and responsibilities. Provides overall Guild leadership. Works with Board directly and responsible indirectly to Guild membership.

### **Principal Responsibilities:**

1. Coordinate all Guild activities.
2. Work with Board to decide issues and bring major issues to Membership.
3. Chair Guild and Board Meetings; ensure that meetings keep on track and on schedule.
4. Develop agendas for Guild and Board Meetings; distribute to Board.
5. Contacts and contracts with Gallery or McHenry County College for yearly Show.
6. Coordinate volunteer opportunities to ensure adequate coordination through event co-chairs.
7. Provide Guild information to Newsletter editor.
8. Write monthly motivational Newsletter article.
9. Write letters to Farm Bureau securing locations for Guild meetings.
10. 'Dirty Harry'. Handle every dirty job no one else wants to do.
11. Encourage Members to volunteer and follow-up on assigned, accepted commitments,

## Vice President: Description of Responsibilities

### **Purpose:**

It is the duty of the Vice President to take over for the President if that person is unable to perform their duty of presiding over the meetings and to act as Program Committee Chair.

### **Principal Responsibilities:**

1. The biggest responsibility is being program chairperson. We network with other weavers around the country and secure speakers by contacting leadership or program chairpersons in other Guilds. We are limited by our treasury budget to a maximum amount provided for programs. Guild members have presented wonderful programs at no cost to the Guild. We have also used Handweavers Guild of America as a source for programs. They have videos and slide kits and a speaker list. Coordinate/moderate program committee meetings.

2. Another duty is to schedule workshops. We have tried to have at least 2 per year, one in spring and one in the fall. It is the policy of the Guild that a workshop is able to pay for itself. The Farm Bureau needs to be booked. Speaker fees need to be paid. A contract needs to be sent to the speaker. Prospectus and notice has to get out into the newsletter on time. A deadline to hold a place in the workshop needs to be determined. The cost/member and cost/nonmember, including workshop location and handouts needs to be calculated in order to meet all costs for the workshop. Use the [WWG Workshop Calculator](#) spreadsheet which includes all workshop cost items.

3. It is the responsibility of the Vice President to attend all scheduled meetings including regular meetings and regular board meetings.

4. Information from the Vice President's desk needs to be sent to the Newsletter by the deadline in order to be printed.

## **2<sup>nd</sup> Vice President: Description of Responsibilities**

### **Purpose:**

It is the duty of the 2<sup>nd</sup> Vice President to help the Vice President with Programs and Workshops.

### **Principal Responsibilities:**

1. The key responsibility is to make sure Meeting Presenters and Workshop Leaders are on the same page. That means that they will be at the Meeting/Workshop on the dates and times they are needed.
2. Check to make sure out of town speakers/workshop leaders have a place to stay.
3. Secure workshop location and verify price. Check 1 month to 2 weeks in advance of workshop to make sure we're scheduled.
4. Check on contracts that have been sent out to make sure they are returned and information is correct.

## **Secretary: Description of Responsibilities**

### **Purpose:**

It is the secretary's responsibility to attend both the monthly Guild meeting and the board meeting held two weeks earlier. The secretary writes minutes for each of the meetings, distributes them to the other board members and reads the minutes of the previous month's meeting at meetings for approval.

### **Principal Responsibilities:**

The secretary sends thank you notes to presenters at our meetings and workshops. The secretary is also in charge of general correspondence related to the Guild.

On a monthly basis the secretary sends a report of the meeting to the person in charge of writing the newsletter.

The job of secretary has the responsibility of keeping and maintaining Warp & Weft Weavers Guild records. She/He will have a good working relationship with the president and other board members.

The secretary will keep the "check-out" sheets for Guild looms.

### **PRIOR TO THE MEETING**

Inform the president if you will be absent and find an acting secretary for the meeting.

### **DURING THE MEETING**

Sit at front table near president during meetings and assist with handling the details of the meeting.

Assist the president during the meeting by writing the motions as stated; restate the motions when requested.

Keep an accurate record of proceedings of all meetings (a record of what is done. Include date and place of meeting, approval of previous minutes, all reports and what was done about them, all motions (with the name of the person who made them), and whether the motion was carried or lost.

Read the minutes of the previous meeting when the president calls for them.

### **FOLLOWING THE MEETINGS**

Write letters as directed by the Guild.

Have clear, concise minutes in a readable form.

Send copy of minutes to Newsletter Editor prior to next meeting

## **Treasurer: Description of Responsibilities**

### **Upon election as Treasurer Meet with Outgoing Treasurer**

1. Transfer all Guild records.
2. Develop understanding of procedures and processes.
3. Transfer bank account to new Treasurer.

### **Ongoing Compute Monthly Treasury Balance.**

1. Determine current balance.
2. Report balance and spending and receipts balance to Newsletter Editor for inclusion in next month's Newsletter.
3. Report balance, income and expenditures at monthly Guild Meetings.
4. Pay for and check Guild's Post Office Box
5. Renew Guild Liability and Directors and Officers policies.
6. Maintain bank checking account.

## **Program Committee: Description of Responsibilities**

1. Develop a calendar of programs for the Guild year
  - a. Contact presenters
  - b. Make initial contact and negotiate fees
  - c. Get board approval
  - d. Prepare contract, (2) and send to presenter with a stamped self-addressed return envelop. Include a cancellation date.
  - e. Follow up to make sure contract is signed and filed
  - f. Make sure presenter gets to Woodstock and to next location
2. Set up Workshops
  - a. Contact presenters
  - b. Determine topic and negotiate fees, travel, extras
  - c. Get board approval
  - d. Secure location for workshop
  - e. Prepare contract (2) – including cancellation date, and send; follow up to make sure contract is returned
  - f. Determine cost of workshop
  - g. Develop a prospectus to hand out and send to Webmaster
  - h. Develop a schedule of events, needed materials, sett, reed size, etc. to give to those who sign up
  - i. Set deadline for cancellation
  - j. Find host for workshop if appropriate
  - k. Make arrangements for presenter to get to Woodstock and host family
  - l. Get checks from treasurer for presenter and room rental. Make arrangements for presenter to get to next commitment
3. Get materials needed for presentations, i.e., slide projectors, extension cords, etc. Request that Members help set up room and put room back in original shape.
4. Introduce speaker, or find someone else to do so.
5. Work with other Guilds to coordinate programs and presenters, and share expenses
6. Develop challenge project
  - a. Get board approval
  - b. Develop handout; Present to Guild
  - c. Prepare a display for the annual show in the Spring.

## **Membership Chairperson: Description of Responsibilities**

### **Purpose:**

The key responsibilities of the Membership Chair is to promote the Warp & Weft Weavers Guild and promote Guild Membership.

### **Principal Responsibilities:**

1. Maintain membership lists and membership counts.
2. Maintain Guild Meeting attendance and sheets
3. Present prospective Members with Membership form.
4. Make sure Newsletter Editor has current copy of membership lists
5. Develop promotions to aid in overall Guild exposure to potential Members
6. Follow up with Members who do not renew each Guild year to encourage renewals.
7. Provide new Members with Quick Start Guide and Membership Directory

## **Newsletter Editor: Description of Responsibilities**

### **Purpose:**

The Newsletter Editor is responsible for producing the Guild Newsletter 10 times per Guild year and includes:

### **Principal Responsibilities:**

1. Assembling and proofreading the Newsletter at least 10 days before the next general Guild Meeting,
2. Researching and compiling fiber events,
3. Researching other Guild's activities,
4. Reminding, receiving and editing submitted articles.
5. Publishes the Newsletter in electronic .pdf form,
6. Emails the .pdf file to every Member,
7. Printing, stuffing, addressing, stamping and mailing paper copies of the Newsletter to those who receive it by USPS.
8. Produce 'special' Newsletter editions as needed.

## **Webmaster: Description of Responsibilities**

### **Purpose:**

The Webmaster is responsible for maintaining and updating the Guild's Website. Responsible for renewing the Guild domain name. Responsible for maintaining and updating the domain name account.

### **Principal Responsibilities:**

1. Making periodic updates to Latest News; preferably not less frequently than weekly.
2. Uploading Meeting and Event images to the Internet.
3. Making changes to Website Guild contacts as needed.
4. Updating various Website pages to ensure currency. These would include Members locations map; links to image pages; Challenge page; Show pages; Membership applications, etc.
5. Updating the format and 'look' of Website as needed.

Currently the Guild Website is developed and maintained using Google Sites which is a 'what you see is what you get' web page editor. The hosting of the Website is currently on Google. The domain name is registered through GoDaddy.

## Computer Coordinator: Description of Responsibilities

### Purpose:

Computer Coordinator 'Stuff' includes various computer forms, databases and resulting products.

### Principal Responsibilities:

1. Maintaining this document: ***Board, Chairpersons, and Volunteer Responsibilities.***
2. Acquiring completed Show Entry forms, maintaining and entering entries into database, producing various lists and Show items. This includes: Show Tags; Judging Lists; Judges forms; ...
3. Maintaining Membership database and producing various lists. This includes producing a monthly email list for the Newsletter; monthly labels for USPS Newsletters; Membership Directory; ...
4. Maintain and update the Workshop Calculator.

## **Show Chairperson: Description of Responsibilities**

**Purpose:** Coordination responsibilities for the Show.

### **Principal Responsibilities:**

Timeline:

1. Work with Publicity Chairpersons.
2. Publicity, a month in advance.
3. Check with Publicity Chair and make sure notification has been sent to Handwoven and Shuttle Spindle and Dyepot.
4. Take in day, have enough copies of take in sheets, pencils, etc. Plus Lists of Entries.
5. Judging day: Show Chairperson is not present. Board ensures proper entry lists & judging forms are available.
6. Hanging day, coordinate props, etc. Add tools, other things needed. Entry Show cards. Nails, hammers, pliers, fishing line, hanging racks, display dummies, pins, etc.
7. October 1: Check with reception coordinator to make sure all is in readiness.
8. Take down day: Make sure props get back to owners; all items picked up or accounted for, etc.
9. November 1: Reserve gallery for next year.

### **Show Chair:**

10 hours

yearly

Overall Show coordination.

## **Publicity Chairperson: Description of Responsibilities**

### **Purpose:**

The Publicity Chairperson is solely responsible for publicizing the Guild and its' activities to the widest possible public audience. The goals are to promote the Guild through positive publicity in a wide variety of media, including the press, TV, radio and the Guild's own publications.

### **Scope:**

The Publicity Chairperson functions primarily independently in developing and publicizing Warp & Weft Weavers Guild and it's activities. Of specific need is to publicize the Guild's annual Show and all public outreach activities. The Publicity Chairperson can consider a campaign successful when their contacts with media result in positive promotion by the media and by the numbers of fiber-arts-interested people who contact the Guild for information or membership.

### **Reporting**

The Publicity Chairperson works largely independently, although the Chair can enlist the aid of other Guild Members and the Board in publicity activities. The Job reports to the Warp & Weft Weavers Guild Board and receives approvals for activities and publicity campaigns and publicity items through the Board.

### **Principal Responsibilities:**

1. Publicize Warp & Weft Weavers Guild activities.
2. Develop publicity literature, flyers, etc.
3. Present ideas and campaigns to the Board for approval.
4. Present approved ideas and campaigns at Membership Meetings as needed.
5. Write periodic updates for the monthly Newsletter.
6. Perform personal outreach to area fiber, sewing and related stores.
7. Deliver Brochures to area stores, other Guilds, etc.

## Steps for Publicity Chair for the Guild's Annual Show

1. Develop Show Flyer and gain Board approval.
2. Send publicity to Handwoven and other appropriate magazines about the dates, times and place of show.
3. Make up fliers and/or postcards to have available during summer shows that the Guild or Guild members might be a part of such as Art on The Square or the McHenry County Fair
4. Notices to newspapers (especially free publications) with the dates, times and place of show.
5. Check with Woodstock Newspaper – maybe a photographer.

## **Event Coordinator: Description of Responsibilities**

### **Scope:**

Coordinates special events that WWG decides/votes to participate in pending Board approval. The use the attached Volunteer Opportunity form & procedures is mandatory to ensure a successful, low stress event.

### **Purpose:**

Ensures that the scheduled event operates flawlessly without problems.

### **Reporting**

Reports to WWWG Board.

### **Principal Responsibilities:**

1. Ensures sufficient volunteers are available to cover the event.
2. Ensures that Event Coordinator has an informed Backup Event Coordinator should unexpected occurrences cause Event Coordinator not be able to handle event responsibilities.
3. Schedules volunteers so that coverage with backups as needed is in place.
4. Determines/develops necessary supplies, handouts, displays that are necessary for event.
5. Ensures that everything needed is delivered to event and that display is properly setup and taken down on schedule.
6. .Ensures that the WWWG Board is informed of progress, status, cost issues and problems that arise during the planning, setup and presentation of event.

## **Other Coordinators: Description of Responsibilities**

### **Purpose:**

Ensures that other tasks are covered without problems.

### **Lunch Count:**

Find appropriate locations and set up field for lunch, take lunch count, call in

### **Librarian:**

Maintain accurate records of contents of Guild Library. Purchases books approved by Board. Maintains list for Library page on Website.

### **Year End Picnic:**

Ensure location is available; ensures adequate paper goods and other (sugar, cream, etc.) supplies are available. Sets up and coordinate clean up.

### **Holiday Brunch:**

Ensure location is available; ensures adequate paper goods and other (sugar, cream, etc.) supplies are available. Sets up and coordinate clean up.

### **Historian:**

Maintains ongoing records of Guild, activities and related information.

### **Study Groups:**

Schedules meeting locations and times. Plans overall direction and meeting content. Coordinates and moderates Study Group Meetings.

### **Meeting Pictures:**

Takes digital images during Guild Meetings and/or lunches. Uploads or provides images to Computer Coordinator for display on Website.

Warp & Weft Weavers Guild – Volunteer Opportunity

Title:

Date & Duration:

Cutoff Date:

Responsibility	Volunteer Name	Days & Hours
Co-Chair 1		
Co-Chair 2		
Volunteer 1		
Volunteer 2		
Volunteer 3		
Volunteer 4		
Volunteer 5		
Volunteer 6		
Volunteer 7		
Volunteer 8		
Volunteer 9		
Volunteer 10		
Fill In 2		
Fill In 2		
Fill In 3		

### **The Overview:**

From time to time, the Guild votes to want to volunteer for some demonstration or outreach opportunity. Examples include the Midwest Fiber Fair and the Peterson Farm.

However, when the time comes, many Members who vote 'yes' to do the outreach are nowhere to be found. If you vote 'yes' for an outreach opportunity, you'll need to be ready and able to volunteer to help support the opportunity. You may not be needed, but you will need to be ready to commit your support if needed, and as a Fill In, possibly on short notice.

It's also the case that life intrudes on our plans. So, on to the Rules.

### **The Rules:**

- 1) We need to have more than one person responsible for coordinating the opportunity and
- 2) We need to have more than one person agree to be available for each time slot to make sure we are able to cover the event.
- 3) Co-Chair 1 will have primary responsibility for ensuring that volunteers are scheduled for the event and that any necessary materials are a) available; b) delivered to and from the event and c) setup as necessary at the appropriate time for the event.
- 4) Co-Chair 1 is responsible for providing on site coverage if 'life intrudes' on a Volunteer's scheduled day and time coverage and a Fill In cannot be scheduled.
- 5) If the case that 'life intrudes' on Co-Chair 1, Co-Chair 2 will assume responsibility for items listed above. Yet, Co-chair 1 still remains Co-Chair 1.
- 6) Co-Chair 2 will share Responsibilities and assist Co-Chair 1 as needed.
- 7) Volunteers commit to provide coverage on the day(s) and times they schedule.
- 8) Fill Ins agree to provide as needed coverage as their schedules permit.

9) If the Sign-Up sheet does not have sufficient commitments at the time the Guild needs to commit to participate at the event, the Board will cancel WWG's involvement.

**Why ?**

This reduces the scrambling that sometimes occurs and reduces the need for Board Members and previous Board Members to have to change their plans to cover the event to prevent embarrassment to our Guild.

**Consequences:**

If we can't get the appropriate 'coverage' for the event by the Cutoff Date, the Board will reluctantly need to opt out of or cancel Guild participation in the event.

## WWWG Committees 20??-20??

### OFFICERS:

President:		
Vice President:		
2 <sup>nd</sup> Vice President:		
Secretary:		
Treasurer:		

### PROGRAM COMMITTEE:

Chair (1 <sup>st</sup> VP):		
2 <sup>nd</sup> Vice President:		
		2.
		4.

### SHOW COMMITTEE:

Chair:		
Take In:	Board Members	
Judging:	Board Members Only	
Hanging:	All interested Members	
Publicity:		
Gallery Sitters:		
Reception:		
Show Ribbons	1.	2.
Computer "Stuff"		
<b>CHALLENGE:</b>		

<b>LUNCH COUNT:</b>		
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<b>MEMBERSHIP:</b>		
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<b>MEETING PICS:</b>		
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<b>YEAR END PICNIC: (2)</b>	1.	2.
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<b>LIBRARIAN:</b>		
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**NEWSLETTER:**

Content & Printing		
In Case You Missed It:		
Guild Challenge		
Weaver's Corner:		
Show and Tell:		
Tips for Weavers:		

<b>HOLIDAY BRUNCH:</b>	1.	2.
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## Typical Time Commitments:

Estimated time commitments are as shown below. These are general approximations and can vary during certain months. Officers are strongly encouraged [expected] to attend Guild and Board Meetings.

### President:

1/2 day	monthly	Guild Meeting
1/2 day	monthly	Board Meeting
4 hours	monthly	Guild work

### Vice President:

1/2 day	monthly	Guild Meeting
1/2 day	monthly	Board Meeting
1/2 day	6X / year	Program Committee Meeting
1/2 day	6X / month	Program work

### 2<sup>nd</sup> Vice President:

1/2 day	monthly	Guild Meeting
1/2 day	monthly	Board Meeting
1/2 day	2X / month	Program Committee Meeting
1/2 hour	monthly	Program work

### Secretary:

1/2 day	monthly	Guild Meeting
1/2 day	monthly	Board Meeting
1/2 day	monthly	Meeting note transcription, thank you letters, loom rentals

### Treasurer:

1/2 day	monthly	Guild Meeting
1/2 day	monthly	Board Meeting
1-2 days	monthly	Accounting, bookkeeping, checking P.O. Box

### Newsletter Editor:

1/2 day	monthly	Guild Meeting
2 days	month	Newsletter work

### Membership Chair:

1/2 day	monthly	Guild Meeting
2 days	year	Membership work & promotions

## Typical Time Commitments:

### Show Chair:

10 hours      yearly      Overall Show coordination.

### Publicity Chair:

10 hours      yearly      Overall Show publicity.

### Computer Coordinator:

Showtime

24 hours      yearly      Entering entries; proofing database; following up submission errors; producing necessary Show reports and tags.

Membership

1 hour      monthly      Updating Membership database with changes, producing email list for Newsletter, producing label file for Newsletter by USPS.

2 hours      yearly      Produce various Membership checklists.

12 hours      yearly      Produce photo Membership Directory & print copies.

Other

24 hours      yearly      Other computer related Guild work.

### Webmaster:

2 hours      monthly      Website maintenance & updating.

8 hours      yearly      Update overall 'look and feel' as needed.

16 hours      yearly      Other Website related items.

## Typical Time Commitments:

### Lunch Count:

15 minutes    8 times/year    Guild Meetings

### Librarian:

1 hour    monthly    as needed

### Year End Picnic:

2 hours    yearly

### Holiday Brunch:

2 hours    yearly

### Historian:

4 hours    yearly    Compile records & organize.

### Study Groups:

4 hours    yearly    Plan Meetings

4 hours    meeting    Moderate Meeting.

### Meeting Pictures:

1/2 day    monthly    Guild Meeting

## Warp & Weft Weavers Guild - MASTER CALENDAR

**AUGUST:** Kick off the Board Meetings. Publicity for Show, establish mileage allowance for year (IRS Table).

**SEPTEMBER:** Workshop?

**OCTOBER:** Workshop?

**NOVEMBER:** Committee for Holiday Brunch, budgets for next year.

**DECEMBER:** Holiday Brunch – possibly No Board Meeting? Swap Sale.

**JANUARY:** Work on budgets for next year: Program, Show Dates, Judge, Update Job Descriptions.

**FEBRUARY:** Programs and Workshops mostly completed for next year; financial report for programs and workshops.

**MARCH:** Guidelines for Show, any changes in categories, publicity, entry forms, judging sheets, etc.

**APRIL:** Set up Slate of Officers, Committees, and Final Budgets for various projects.

**MAY:** Submit Slate of Officers, take nominations from the floor; review Show categories, make final decisions; name Show Chairman; Show Prospectus. Set up picnic: food, paper foods, location, Committee Chairpersons, Sale.

**JUNE:** Vote on Officers for next year; Challenge Project; announce New Challenge, Picnic, Swap Sale.

## Other Helpful Documents:

New Member Quick Start Guide

Equipment Loan Agreement

Liability Insurance Policy

Directors and Officers Liability Policy

Membership Directory

Bylaws

Rules of Operations

WWWG Show Hanging - The 'How To' Process

## List of Changes:

### 3/30/2010 edition:

1. Added to Overview
2. Modified VP
3. Added 2nd VP duties
4. Modified Secretary duties
5. Modified Treasurer duties
6. Added Membership Chair duties
7. Added Webmaster
8. Added Computer Coordinator
9. Added Other Coordinators
10. Modified Committee Form
11. Modified / added to Time Commitments

### 4/4/10 edition

1. Changed VP time estimates
2. Added Other Documents list.
3. Show Chairpersons responsibilities & timeline.
4. Other Helpful Documents

### 3/1/2019 edition

Changed Guild name to Warp & Weft Weavers Guild throughout.

Removed some obsolete details.