



Guild Officers & Duties

President

Preside over the monthly meetings, annual Executive Board and planning meetings. Makes sure the functions of the Guild are being met and officers are carrying out their responsibilities. Appoint Chairs for committees as needed. Has fiscal authority in the form of signing privileges for Guild accounts. *

Vice-President/Program Chair

Arrange programs for the monthly meetings. Makes sure room and necessary items for the meetings are available. Arrange for workshops, speakers, field trips. Correspond with speakers and participants and collect fees when necessary. Arrange housing for incoming meeting and workshop speakers. Preside over monthly meeting if the President is not able to do so. **

Secretary

Take minutes at the monthly and Executive Board meetings. Send the Newsletter Chair a copy of the monthly meeting minutes for publication in the newsletter. Distribute newsletter and other communications electronically. In cases where the Executive Board meetings are not published in the newsletter, Secretary to send minutes to Executive Board for review and approval, then send to Historian for filing. **

Treasurer

Oversee and keep records via electronic spreadsheet of all money collected and spent, with each credit or debit categorized. Treasurer must reconcile all bank accounts on a monthly basis and generate monthly Treasurer's report for newsletter. Handle all money pertaining to the Guild's Annual November Show & Sale. Filing of required tax paperwork, payment of taxes, and 501c4 yearly filings must be done by the Treasurer and/or Finance Officer. *

Membership Chair

Oversee collection of dues from each member via online payments. Maintain up-to-date and accurate membership records.

- Assign permanent Guild number to new members
- Contact new members with welcome letter and member card
- November and December: remind current members not-in-good standing to renew their membership
- January: Finalize list of members in good standing and send to Secretary to distribute to members and update newsletter e-mail list
- Continue updating membership records through remainder of membership year.
- Submit end of year report to the Board

Promote membership at various Guild events, Contribute membership article to newsletter. Shall serve at the pleasure of the Board. ***

Publicity Chair



Maintain and update Guild website and social media accounts. Oversee publicity and advertising for the Guild's Annual November Show & Sale. Coordinate publicity for other Guild events on an ad hoc basis. Shall serve at the pleasure of the Board. ***

Librarian

Keep books in order and catalog new books. Keep track of books and other equipment on loan. Maintain a list of all equipment. Shall serve at the pleasure of the Board. ***

Hospitality Chair

Check to see if coffee and tea are out for meetings and workshops. Be sure coffee and tea space is left clean and water pot is unplugged after meetings. Coordinate refreshments for meetings and (with the Program Chair) for workshops. Shall serve at the pleasure of the Board. ***

Newsletter Chair

Gather information from members of HMWG. Organize information into newsletter format and arrange for distribution by Secretary. There will be a minimum of four issues per year.***

Historian

Collect and maintain all documentation related to the guild, including but not limited to government filings (federal and state), newsletters, executive board meetings, yearly treasurer reports, membership lists, and Show & Sale spreadsheets and reconciliations. Provide information as needed, preferably by maintaining a shared electronic location available to appropriate members. ***

Finance Officer

This Officer is responsible for ensuring that tax forms and other financial obligations are dealt with in a timely manner. Shall serve at the pleasure of the Board. ***

Scholarship Chair

The grants/scholarship chairperson shall encourage, collect, review and decide (with committee) applications for HMWG grants for continuing education of members. Follow through with notifications to recipient, treasurer, program chairs and Guild.***

Show & Sale Chair

Oversees annual Show & Sale with assistance of Show & Sale Committee, to include setting Show & Sale policies, organizing committee meetings, and communicating with Guild regarding Show & Sale. Serves as main point of contact with sale venue.***

Committees

Each committee shall keep records of its proceedings for future usage.

* elected in even-numbered years

** elected in odd-numbered years

*** volunteer position