

# COMMITTEE ORGANIZATION & RESPONSIBILITIES

## OFFICIAL COMMITTEES IN HCFG BYLAWS:

1. NOMINATING COMMITTEE
2. PROGRAM COMMITTEE

## NEWLY-FORMED ORGANIZATIONAL COMMITTEES & POSITIONS

3. HISTORIAN
4. SCHOLARSHIP COMMITTEE
5. CHARITABLE GIVING COMMITTEE
6. COMMUNITY EDUCATION
7. LIBRARIAN

## NOMINATING COMMITTEE: 2 or 3 Members including one chairperson

Chairperson:

Committee: (1 or 2 additional members)

Timeline:       Committee appointed by March meeting  
                      Slate of Officers presented for vote at May meeting

Executive Board requests or appoints a chairperson.

The committee is composed of an additional one or two members-at-large and the chairperson.

## Responsibilities:

Confirm whether those who are eligible to serve an additional term or terms are interested in doing so.

Create a list of positions that need to be filled.

Ask for recommendations from the Executive Board for potential officers.

Ask the general membership if there are those who are willing to put their name up for nomination and designate for which positions.

Personally call each candidate and have a copy of the job description available for them. Ask them to consider serving and tell them you'd like an answer by a certain date. Ask if they would contact you or prefer that you contact them.

Prepare a completed slate of nominees including those who will renew their terms. Send this information to the Guild President who will present it to the membership for approval.

## **THE PROGRAM COMMITTEE**

Chairperson:

Assistant Chair:

Committee Member(s)

Chairperson & Assistant Chair are elected positions, recruited by the Nominating Committee and/or the board. Both of these people also serve on the Executive Board.

The Program Committee Chairperson can recruit additional people to serve on the committee.

The primary responsibilities of the Program Committee:

1. Plan a program piece for most of the Guild's regular meetings
2. Arrange for meeting space
3. Recruit people to bring refreshments each month
4. Bring paper goods, cream, sugar, coffee, teabags, napkins
5. Set up meeting space and prepare coffee/tea before each meeting
6. Return meeting space to its original configuration
7. Write an article each month for the Guild's newsletter telling about the upcoming meeting with details about time, location, program, etc.
8. Make arrangements for any special guests: travel, lodging, payment, program details.
9. Take care of food issues for workshops or special events unless the committee in charge of that event is responsible for that.
10. Make available from the Guild's library books that relate to the programs of the year.

## **CHRISTMAS PARTY (SEE DETAILS FOR 2013 ON DECEMBER PAGE)**

Held the First Friday of December at a member's home.

Members are usually asked to bring main dishes, salads, or desserts.

There is often an optional gift exchange and sometimes a program.

The Program Committee takes responsibility for advertising, recruiting and assisting the hostess and letting the membership know about food arrangements, gift exchange and/or program for the Christmas Party.

## **HISTORIAN**

Chairperson:

Photographer:

Committee Member(s):

This person/committee will be responsible for gathering any information available about the founding of the Fiber Arts Guild and organizing it into chronological order, placing it in folders or displays made for preserving records, and deciding on potential places to store these records.

This person/group will maintain a formal record of the Guild's on-going activities, leadership, purpose, etc. A list of important items and events to cover/include could be prepared each year including such things as photos of the full membership, officers, etc.

The historian should appoint an official photographer. The photographer will arrange to have someone at every special event to take photos (could also include the regular meetings of the Guild). Select photos will be part of the official record.

**SCHOLARSHIP COMMITTEE:**

Chairperson: Robin Ziperman,

Committee Members: Ruthann Schoeffield, Becky Longberg

Scholarship Year: September – August

Maximum Amount: up to \$500.00 per year per applicant to a maximum of \$\_\_\_\_\_

Unused money from one year adds to the fund in subsequent years

Where does the start-up money come from: A membership decision?

1. Designate a set amount of money (possibly \$2000)
2. OR Take a percentage of guild profits (20%-30%)

Who can apply?

Those wishing to attend a conference or workshop or those looking for some help with defraying tuition expenses as they pursue a course of study in any fiber or fashion related field.

Funds will be available to high school and current college students as well as also Guild members.

**Criteria/Application Form:**

1. Please describe your interest in the fiber arts.
2. What is the nature of your request (what, where, when)
3. How will this conference/workshop/course of study contribute to your future in the fiber arts
4. How much is your request? What is the full cost of this event/tuition. Is this a one-time request or will you request this scholarship for multiple years. If multiple years request, how many years.
5. How will receiving this scholarship impact your ability to attend?
6. Applicants will be required to attend a personal interview.
7. Recipients are required to attend a guild meeting to report on what they have learned/share a lesson/teach the guild members. In the case of a college student who may be out of state, we would ask for written follow-up. Is this something that you are willing/able to do?

**Process for advertising & requests:**

Inform guidance counselors, consumer and family studies teachers at BVHS, CCHS, DPCS, Horizons Academy, SHS in August of workshop/conference opportunities and in December of the post-high school scholarship opportunity. Have a flyer prepared. Ask them to share with their students. Guild members will be made aware of opportunities through meetings and newsletters.

High school /College student scholarships awarded in May with application deadline by March/April;

Workshop/Conference scholarships (for students and guild members) will be on an ongoing basis. This timeline would indicate the Guild scholarship committee meeting as needed for adult scholarships and once a year for high school student scholarships.

Guild scholarship opportunities could be publicized in the Guild newsletter. Information for the general public could also be found on the Guild website. High school scholarships are also included in local print media in the high school graduation edition of local newspapers.

## **CHARITABLE GIVING COMMITTEE**

Chairperson: Sandee Jaasted

Committee Member(s):

On an "as requested" basis the guild will entertain motions to donate goods to local charities. These motions will be presented by guild members on behalf of local charities.

### **TYPE OF GIVING:**

Only motions for Guild in-kind (not monetary) support will be received. No one is required to participate. Those members willing to donate handmade goods will be given the details on an as needed basis.

The Guild could set aside one meeting and ask members to share information about their personal involvement in various charities, such as: knitting chemo caps, knitting caps and blankets for newborns, teaching sewing to 4H members, and teaching knitting and weaving at the Boys and Girls Club.

These ideas can be shared in our Guild Newsletter for members who might be looking for such opportunities to give.

Currently, the Alliance Against Domestic Abuse in Salida is very interested in receiving anything we make. Suggested items are blankets, sweaters, hats, mittens, gloves, etc. in BOTH adult and children's sizes. It would probably be best to make things that can be machine washed. This will be an ongoing project for our guild, so let's get started! Use up some of your stash to help someone. Sandee Jaastad will collect items at our meetings and take care of delivering them. Any questions? Contact Sandee 395-4849 or e-mail her at sandeejaastad@yahoo.com

## **COMMUNITY EDUCATION**

Chairperson:

Committee Member(s)

Both the Buena Vista and Salida Libraries have display areas where our Guild could display the works of our members. These displays must be scheduled several months in advance.

This committee will take responsibility for reserving a month at each library to display the work of the Guild members.

This committee will also take responsibility for soliciting items of display quality from the membership and transporting to the library as well as picking up those items and returning them to the members after the month of displaying is over. This can be accomplished at a regular meeting of the Guild.

In addition, the committee would, e.g., coordinate speakers for school programs, when asked; serve as a conduit for fiber education to the community and any other community-related activities.

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**LIBRARIAN**

Chairperson:

Committee Member:

The Librarian is responsible for organizing and maintaining the guild's collection of fiber-related reference books. The members will also assist the program committee in making available the books that relate to various programs for the year.

# EVENT ORGANIZATION AND RESPONSIBILITIES

SEPTEMBER SALIDA FIBER FESTIVAL  
OCTOBER LUNCHEON, FASHION SHOW & BOUTIQUE  
DECEMBER CHRISTMAS PARTY  
JANUARY ROCK DAY  
MAY CHALLENGE – RECYCLE  
JUNE STASH SALE

## SEPTEMBER SALIDA FIBER FESTIVAL – OUR GUILD’S BOOTH

Chairperson:

Treasurer:

Helpers: Set up & take down, Overseers, Cashiers:

Dates: Friday (for set-up), Saturday & Sunday after Labor Day

Place: Riverside Park, Salida

Hours: Saturday - 9:00 am – 5:00 pm

Sunday – 10:00 am – 4:00 pm

This year the Guild purchased two 10' x 10' tents and rented space for our 2-tent booth at the Salida Fiber Festival. The booth is available for all guild members to display and sell their original fiber arts/jewelry/clothing, etc. Fee for booth rental: each 10 x 10 is \$175.00.

All vendors must have their booths open for the entirety of the festival, Saturday 9 am - 5 pm and Sunday 10 am – 4 pm. Set up may begin as early as 10 am on Friday. Security will be on site from 5 pm Friday through 9 am Saturday and 5 pm Saturday through 10 am Sunday. Booth take down must occur on Sunday evening as there will be no security Sunday night. Additional details are available on the 2013 Salida Fiber Festival website.

Regarding our Guild's Booth and Members' Participation:

All guild members are welcome to sell their original fiber items in our booth. Advance information regarding labeling and inventories will be shared at our Guild meeting and through our newsletter. Members will also be needed to help with set up, take down, booth supervision, cashiering, etc.

Items in our booth must be fiber and/or textile related: materials for creating or embellishing fiber items and/or finished items.

Each member must label every item and present a complete inventory with their code numbers, descriptions and prices before any of their items will be sold. The chairperson (committee) will set deadline dates and inform the membership about the details and availability of the required forms.

Each member may bring her own display materials and is responsible for bringing and removing her own products at the designated times or arrange with someone else (permission slip needed) to do so. Anyone selling goods is expected to help in the booth for a block of time with the exception of members who have other festival responsibilities. The chairperson designs the layout of the booth and assigns where each member sets up.

The chairperson & committee exercises the right to move items and displays in order to arrange our booth for aesthetic and visibility purposes.

This committee is responsible for:

- Setting up and arranging display tables, racks, covers (in case of rain)
- Assigning display areas to any member bringing their goods
- Security of items during open hours (the festival committee arranges for Security at night)
- Scheduling workers.

The Treasurer of the Guild is responsible for the following regarding the booth:  
Provide the following materials:

- at least 3 sales receipt books
- cash box, \$325 in cash
- beg or borrow iPads w/internet connection for square up
- 2 square up devices
- 2 pair of scissors
- pens
- 2 calculators
- 4' table
- 2 chairs
- Bags from guild storage
- Tissue paper from guild storage

Responsibilities:

- Collect forms from members putting items for sale into booth
- Collect dues checks (if not already paid) from all members putting items for Sale into booth
- Be on site for set up and take down
- Go to bank on Friday for cash to supply cash box
- Train sales volunteers
- Collect cash box and sales slips on Sunday afternoon
- Balance sales (checks, cash, credit cards)
- Put money into bank
- Write checks to individuals for items sold
- Send sales recap to newsletter editor for inclusion in next newsletter

## **OCTOBER LUNCHEON, FASHION SHOW & BOUTIQUE**

Chairperson:

Asst Chairperson:

Treasurer:

Committee Chairs:

Models:

Table Decorations:

Facility Coordinator:

Menu Coordination with Caterer:

Boutique:

Publicity:

Ticket & Poster Printing:

Ticket Distribution:

Date: Usually the 3<sup>rd</sup> Wednesday of October

Location: Salida Steam Plant Event Center, 220 W. Sackett Ave, Salida, CO or other appropriate venue.

**In addition to this brief resume, extensive records are available to committee members regarding all the details that need to be addressed.**

This event is the highlight of the year.

A typical order of the day is:

9:00 am - Before the event begins: Set-up the dining hall and the boutique. Table decorations, table gifts, and feedback cards are put in place in the ballroom/dining room. In the boutique, members must bring their own "for sale items" and help set up. A set up committee will make table assignments and arrange items to create a lovely display throughout the room. Members volunteer to help with receiving money and bagging items purchased.

10:00 am - Models arrive for a walk through.

11:00 am - 11:45 am - Boutique is open for business. All members are welcome to sell homemade original fiber/jewelry/home decor items. Each item must be labeled and a completed inventory must be turned in to a designated guild member before the boutique opens. The Fiber Arts Guild collects a 15% commission for members and 25% for non-members.

12:00 - 1:15 pm (approximately) - Luncheon, door prizes, table gifts and good visiting are all part of this celebration. The program that is part of the luncheon features a fashion show of original fiber arts items made by members of the guild. We often invite a guest speaker who is known for her fiber creations. The guest has the option of bringing clothes for the fashion show and may hold a follow-up workshop the next day.

1:15 pm - 2:00 pm - Boutique is open for shopping.

2:00 pm - All members who have items for sale must pack up their own items.

OCTOBER LUNCHEON.... Cont'd.

The luncheon and program have been held in the ballroom of the Steam Plant in Salida, CO and the boutique has recently been held in the Steam Plant Annex. All members are invited to volunteer as helpers, models, contributors of items to sell at the boutique, and/or committee members.

Over the past several years, the Friends of the Steam Plant Organization has awarded us a grant to help defray expenses.

The Luncheon Main Planning Committee has separate job descriptions for each of the sub-committees and shares that information when recruiting new members and helpers.

For the past several years we have used Michelle Gap as our caterer. Tickets for the luncheon which includes the program/fashion show are currently \$30.00 per person. Michelle needs to have an absolute count for her purposes, but at times may be able to accommodate a few additional attendees who would like to purchase tickets at the door.

The **Treasurer of the Guild** is responsible for the following regarding the luncheon and the sales at the boutique:

Ticket Sales: Provide forms to record sale of tickets. Collect & bank money from ticket sales.

Boutique Sales:

1. Go to bank for cash to supply cash box
2. Collect inventory lists from members with items for sale for use in reconciling sold items (bring extra copies)
3. Collect dues checks (if not already paid) from all members putting items for sale into booth
4. Collect cash box and sales slips
5. Balance sales (checks, cash, credit cards)
6. Put money into bank
7. Write checks to individuals for items sold
8. Send sales recap to newsletter editor for inclusion in next newsletter
9. Provide the following materials:
  - a. at least 4 sales receipt books
  - b. cash box
  - c. \$325 in cash

The **Boutique Chairperson** arranges for the set up design, setting up and taking down display materials, coordinates with SteamPlant for tables and tablecloths, recruits and trains the cashiers and sales volunteers, prepares directional signage, and recruits people to help arrange various areas.

1. iPads w/internet connection for square up
2. 2 square up devices
3. Four calculators
4. Extension cords
5. 4 pair of scissors,
6. Dozen ballpoint pens,
7. 4 staplers & staples
8. Bags and tissue
9. Receipt boxes
10. Packaging Tape/Scotch tape/Blue tape

## **DECEMBER CHRISTMAS PARTY**

Chairperson: Program Committee Chairperson

Date: 1<sup>st</sup> Friday of December.

Place: Home of a Guild Member

Typical Schedule (can be altered):

9:30 am Coffee

9:45 am Craft, demonstration or presentation

11:30 am Potluck Lunch – everyone brings a dish

12:30 pm Gift exchange – optional, Value: \$15 - \$20

Members will be asked to bring main dishes, salads, or desserts.

The Program Committee takes responsibility for advertising, recruiting and assisting the hostess, and letting the membership know about food arrangements, gift exchange and/or program for the Christmas Party.

## **JANUARY ROCK DAY**

Chairperson: Jane Templeton

Committee Members; Jane recruits her helpers

Date of Event: Saturday closest to January 7<sup>th</sup> (but not Jan. 1<sup>st</sup>)

Time: 10:00 am – 4:00 pm

Place: Salida Community Center, 305 F St (at the corner of 3<sup>rd</sup> & F St.), Salida, CO

Invitees: All spinners and/or interested fiber folk. About 25-30 spinners attend from all over the general area, including Colorado Springs

Entry Fee: \$5.00 to help cover the cost of renting the space

Bring \$5.00, a mug, your lunch, a Grab Bag item (\$10 - \$15 value)

Rock Day is an annual event for spinners, based on the January 7th traditional day for spinners and weavers to return to work after their time off for the 12 Days of Christmas. Spinners and all interested fiber folk come together for spinning, visiting, sharing information and having fun.

Because this event has been going on for a number of years (begun by Salidan Burma DeFarges), there is a long list of contacts. To publicize the event, Jane sends out a save-the-date email to those on the contact list some time in November, along with a follow-up reminder email after Christmas. She also publishes information about Rock Day in the Ravelry Calendar, Guild newsletter, and encourages guild members to come, even if they are not spinners, and to mention the event to others.

Besides this publicity, some of the chairperson's tasks are to book the center, recruit 3-4 volunteers from the guild to help with set-up and take-down, and set up the name tags, signs, and basket for the \$5 donation at the welcome table. During the day, Jane serves as host, doing the welcome and providing info (parking, bathrooms, etc.), doing introductions and show-and-tell, and organizing the optional grab-bag exchange (each participant draws a number, and we start with #1, who gets to choose a bag and show off her gift.) Once in a while, we do a spinning and/or fiber-related game.

There is a vendor area (anyone may bring items to sell at no charge), a free table for give-away, and a snack area for all those Christmas goodie leftovers. Lunch is on your own, but most folks bring a lunch to eat while chatting with fellow spinners.

## **MAY - THE CHALLENGE: 2013-2014 THEME: RECYCLE**

Chairperson: President or Program Chairperson

Date of Event: 1<sup>st</sup> Friday of May at our Guild Meeting

If the guild members choose to continue this tradition, each member is then encouraged to work on an original fiber-related project based on a new theme each year. The theme is recommended by the board and voted on by the membership. Members also contribute ideas for a theme and the general membership makes the final decision.

Each person works throughout the year (September until May) and brings their creation to the May meeting.

The chairperson of this event moderates the presentation of each creation and allows time for the creator to explain his/her project. The chairperson prepares paper ballots and asks the members to vote on their favorites. The chairperson recruits one or two of the people present to help count the ballots. The winner is given a ticket to the next luncheon/fashion show.

Works with Community Education Committee to ensure that the public has a chance to view the items made for the challenge.

## **JUNE STASH SALE:**

Chairperson:

Committee: (# to be determined by chairperson)

Date: 1<sup>st</sup> SATURDAY morning in June

Time: 9:00 am to Noon

Location: Nancy McAninch's front yard, 108 Park Place, Salida, CO (across from the Court House)

**What is it?** A morning sale where all members of the Fiber Arts Guild can bring items that they'd like to sell (overstock items, items they no longer need). For example: yarn, tools, magazines, fabric, knitting needles, buttons, etc.). Each participant needs to bring his/her own table and displays and be responsible for setting up and taking down their items at the appropriate times. Our Treasurer will collect the money for all sales and send you a check within the next week or two. NO percentage is taken out of sales. You do not need to stay and watch your table unless you prefer to do that. But you do need to be responsible for set up and take down.

Responsibilities of Chairperson and Committee:

- Prepare announcements and information to present at the May meeting

- Have tags and instructions available for people selling items at May meeting

- Send a newspaper announcement to the Mountain Mail the week before the event (place the announcement as an AD IN THE YARD SALE SECTION OF THE CLASSIFIED ADS.)

- Gather and transport any necessary displays

- Arrange with treasurer to be there with cashbox

- Confirm with person bringing refreshments

- Have papergoods, coffee, & cold drinks. Arrange for a serving table.

- Take down and clean up

- Please note: any items that are not picked up at NOON (end of sale) becomes the property of the Guild.