



GREATER VANCOUVER

*Weavers & Spinners Guild*  
since 1935

# THE GVWSG HANDBOOK

What We Do & How We Do It.

2015 — Revised March 2020

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## INTRODUCTION

This Handbook outlines the positions that ensure the Guild's smooth functioning. For each position there is job description and outline of responsibilities. General guidelines for a task or responsibility may also be included.

The Appendices include specific forms and documents the Guild uses as well as other guiding material.

This Handbook is posted as a public document on the website in PDF format.

## PURPOSE of the GUILD

- 1. To promote, encourage and improve the art and craft of weaving and spinning.*
- 2. To provide an opportunity for the sharing of knowledge, skills, and ideas among the members of the Society.*
- 3. To emphasize the importance of achieving and maintaining the highest possible standards of excellence in all work.*
- 4. To collect current literature and other materials relating to the art and craft of weaving, spinning and dyeing, and to make these available to all members of the Society. (see Constitution)*

# 1. GOVERNANCE

## POLICIES

There are between five (5) and eight (8) directors of the Guild, consisting of the following positions: President, Vice-President, Treasurer, Past President, Secretary, and up to three (3) members-at-large.

1. The Directors are authorized to create such ad hoc Committees as may from time to time be required.
2. No rule, made by the Society in a general meeting, invalidates a prior act of the Directors that would have been valid if that rule had not been made.
3. The Directors shall retire from office at each annual general meeting. Terms of election are for one year and Directors are eligible for re-election.
4. Separate elections shall be held for each office to be filled.
5. An election may be by acclamation; otherwise, it shall be by ballot.
6. If a Director resigns her office or otherwise ceases to hold office, the remaining Directors shall appoint a member to take the place of the former Director.
7. The Directors may, at any time and from time to time, appoint a member as a Director to fill a vacancy in the Directors.
8. A Director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting.
9. No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office (see Bylaws).

## PRESIDENT and VICE-PRESIDENT

The President and Vice-President are free to work together in a variety of ways, as best suits their skills, aptitudes, and interests. With the exception of signing contracts and leases — which should be done by the President when available — they are free to divvy up responsibilities as they wish and for periods of time as best suits their availability. They are encouraged to present their agreement about sharing responsibilities at a Board meeting so that the Directors know what to expect.

### 1.1 PRESIDENT

1. Presides over all Executive Meetings, General Meetings and the Annual General Meeting.
2. Is an Ex-Officio member of any standing committee.
3. Represents the Guild for official purposes, or appoints someone to do so as needed.
4. Fulfills the following responsibilities:
  - Is a signing officer on the Guild's bank accounts.
  - Signs leases and contracts on behalf of the Guild.
  - Within 30 days of the AGM, files information on the new Directors — along with the date of the AGM — with the BC Registry Service (see 'Societies Online: Annual Report').
5. Facilitates communication and organization:
  - Schedules meetings for the year.
  - Prepares agendas and chairs all meetings.
  - Communicates with committee co-ordinators to provide or request information.
  - Writes a report for each issue of the GVWSG newsletter.
6. Ensures continuity:
  - Prepares the annual budget with the treasurer and Board of Directors for the May General meeting.
  - At the end of each year, requests a) from the secretary, a list of all motions passed that year, and b) from the various committees and Co-ordinators, brief reports for inclusion in the Annual Report.
  - Prepares an Annual Report for the Annual General Meeting in September.
  - Provides a copy of the Annual Report to other organizations as required.

## 1.2. VICE-PRESIDENT

1. Shares responsibilities with the President as outlined in the Preamble to this section (1.1 President and Vice-President).
2. Acts in place of the President when President is unavailable.

## 1.3 PAST PRESIDENT

1. Is invited to serve on the Board but is not obliged to do so.
2. Provides context, background, or advice to the Board.
3. Provides continuity to the Guild.

## 1.4 SECRETARY

### Guidelines

The purpose of the minutes is as follows:

- record decisions.
- provide insight into why decisions were made.
- allow those who were not present to learn what happened at a meeting.

### Duties

1. Books meeting rooms for General and Board of Directors meetings.
2. Attends and take minutes of all General and Executive meetings throughout the year.
3. Arranges an alternate secretary should they not be able to attend a meeting.
4. Records minutes accurately, with special attention to recording all motions and resolutions.
5. Records changes and/or additions to information that has been announced and published in the newsletter.
6. Records all actions and commitments, ensuring the responsible member's name is noted.
7. Prepares the continuity list for the Directors within a week of the Executive meeting so items can be acted upon.
8. Drafts Board of Directors and General Meeting Minutes for review by the President.
9. Prepares meeting packages, including agendas, minutes, financial reports, etc. for distribution.
10. Distributes Board meeting packages directly to all Directors.

11. Distributes general meeting packages electronically to the Guild member responsible for distribution to the membership.
12. Files a printed copy of all minutes and attachments of Board, General membership and Annual General Meetings in the Guild Files, permanently stored in the library, and ensures an electronic copy is stored.
13. Oversees and manages the filing system for all Guild documents, including electronic files, in accordance with the Societies Act.
14. Submits an Annual Report to the President at year end.

## 1.4 TREASURER

### Policies

- All money spent must be approved in the annual Guild budget. Expenses that will exceed the budget must be pre-approved by the Board of Directors.
- The Board of Directors sets rates for reimbursement of expenses.

### Duties

Note: The GVWSG Treasurer's Procedure Handbook outlines more detailed steps for this position.

1. Maintains the business relationship with the Guild's authorized accredited financial institution, including ensuring that signing authorities are up-to-date with the financial institution.
3. Maintains an accurate electronic record of all financial transactions (QuickBooks), and reconciles these electronic records each month with the Bank statements.
4. Maintains an audit trail for all financial transactions.
5. Deposits money and cheques in the name of the Guild into the appropriate Guild bank accounts as outlined in the Treasurer's Procedure Handbook.
6. Disburses Guild funds and issues cheques in the name of the Guild as approved through the annual budget and in accordance with the Guild's fund reimbursement procedures as outlined in the Treasurer's Procedure Handbook.
7. Manages and maintains the Guild's term deposits as outlined in the Treasurer's Procedure Handbook.
8. Prepares monthly financial statements, an annual financial statement and other financial reports, e.g., budget vs. actual, as requested by the Directors and the Guild members.
9. Assists the Directors and Committee Chairs in the preparation of an annual budget for

approval by the Board by fiscal year end. Each Director and Committee Chair with a budget is responsible to keep track of the amounts spent within their budget.

10. Arranges for an annual review of financial statements by a third party. Provides these reviewed financial statements to the membership for review at the Annual General Meeting.
11. Throughout the term of office, maintains and updates the Treasurer's Procedure Handbook.
12. Works with the membership Co-ordinator, equipment Co-ordinator, workshop Co-ordinator(s) and other GVWSG officers who collect money for various GVWSG activities to ensure that deposits, fees, revenue from sales, etc. are properly collected and documented, and that refunds are distributed in a timely manner. This task requires some knowledge of online computer programs like PayPal, Google Forms and Square.
13. The GVWSG Bylaws state that one of the treasurer's duties is "making the Society's filings respecting taxes." However, this is unnecessary because the GVWSG is not required to pay taxes due to its non-profit status.
14. Upon ending term as Treasurer, organizes a detailed briefing for the incoming Treasurer and provides continuity to the incoming Treasurer for, at a minimum, the first three months of the incoming Treasurer's term.
13. Submits Annual Report to the President at the Fiscal Year end.

## 2. MEMBERSHIP

### 2.1 MEMBERSHIP

#### Guidelines

- A schedule of fees for all members shall be drawn up by the Directors and presented to the membership for approval. With the approval of the membership, this schedule may be altered from time to time as required.
- Membership fees shall be due and payable between June and September. The membership year runs from June 1 to May 31 of the following year.
- Members shall receive the Guild Newsletter and regular updates through Weaver's News; have access to all meetings and programs with full voting privileges; may participate in intra-Guild exhibitions, workshops, competitions and sales; and are entitled to use the Guild library and to rent the Guild equipment.
- All members are in good standing except a member who has failed to pay the current annual membership fee or any other subscription or debt due and owing to the Guild and the member is not in good standing so long as the debt remains unpaid.
- The names of such delinquent members shall be deleted from the membership list in October and distribution of the Newsletter to them shall be discontinued.

#### Membership Co-ordinator

1. Provides information about membership to prospective and renewing members.
2. Sends renewal notices annually.
  - Reviews and updates the membership application form as necessary in the spring.
  - In early May sends a renewal notice to the membership via the GVWSG Newsletter Editor. Sends two or three follow-up reminders as needed via the Weavers' News Editor.
  - Notifies website co-ordinator to post renewal notice on website.
  - Places renewal notice in the May newsletter by sending to the newsletter editor.
3. Processes membership applications.
  - Submits any membership fees received directly to the treasurer.
  - Prepares membership cards and welcome letter and mails to members. Membership cards may be distributed at meetings in June and September.
  - Forwards new members' email addresses for inclusion on email lists for newsletters.
  - Forwards members' requests for social media linkage to the Guild website co-ordinator.

#### 4. Creates and updates membership directory

- Receives membership forms from those who send them in directly and enters the information online so it is in the google spreadsheet.
  - Maintains the register of all members including name, address, phone number, email address and web/blog URL.
  - Removes names and all contact information of any deceased members from the Directory
  - Maintains a shorter directory with Members' names, phone numbers and email addresses.
  - Keeps list of honorary lifetime members and automatically renews member ship annually without requiring them to complete renewal form. Send email informing them of this change.
  - Removes names of any lifetime members who no longer want to be a member.
5. Keeps a list of members who do not renew by October and provides it to the President for follow-up.
  6. Sends the membership directory to all members by email in December, February, & April, via the editor for the Weavers' and Spinners' News.
  7. End-of-year
  8. Writes membership report for Annual Report.
  9. Archives the membership list at May 31.

## 2.2 NOMINATIONS

### Guidelines

- The Nominating Chair shall not be a member of the Board of Directors of the Guild.
- Directors of the Guild shall take office at the conclusion of the AGM.
- Article V Elections of the Bylaws should be followed.

### Nominations Chair

1. Informs the general membership of opportunities to run for office or be appointed to committees.
2. Seeks members to fill each of the Director positions: President, Vice-President, Secretary, Treasurer.
3. Recommends members to the Directors for appointment to each of the Committee Chair positions.
4. Places a formal notice in the newsletter prior to the AGM providing information about the job descriptions and the nominations and election process.

5. Four months prior to the Annual General Meeting in September, begins by asking Director if they are willing to serve another term of office.
6. Draws up a slate of each member in good standing who is willing to stand for election to a position and submits this to the membership for vote at the AGM.
7. Receives additional nominations of any member from the floor at the AGM, provided that the person nominated is willing to serve.
8. Submits a list of new Directors, their phone numbers and email addresses to the President, Directors, membership Co-ordinator and newsletter editor as soon as possible.
9. Submits an Annual Report to the President at year end.

### **2.3 ANWG REPRESENTATIVE**

1. Confirms that the Treasurer has received the invoice and membership numbers for the annual ANWG fees.
2. Represents the views of the GVWSG to ANWG and reports back to the Board of Directors regarding issues and the work of ANWG.
3. Attends the ANWG annual representatives' meetings at various locations in the north west region and at the ANWG conferences. If this is not possible, either delegates another guild member to attend or arranges for a proxy. Requests travel expenses from the Board in advance of attendance.
4. Participates in any telephone or on-line meetings of ANWG.
5. Receives information about regional ANWG conferences, distributes it to guild members and encourages GVWSG members to attend.
6. Receives and distributes information about grants and other benefits made available to guild members by ANWG.
7. Arranges for the Exhibits Committee to oversee planning and installing a booth at bi-annual conferences.
8. Checks the ANWG ([www.anwg.org](http://www.anwg.org)) website for updates from other representatives and distribute this information.
9. Asks the ANWG publicity chair to update GVWSG news on the ANWG website so as to keep it current.

## 3. RESOURCES

### 3.1 LIBRARY

The GVWSG owns and maintains a library that includes books, magazines, and DVDs for the benefit of its members. The librarian oversees the maintenance, development and library helpers to make the library accessible to members

#### Guidelines

- The library is open one hour before each meeting and during the break between the business and program portion of the meeting.
- An electronic copy of the library holdings is available on the website.
- The Board of Directors determines the fine for the late return of library items.

#### Librarian

1. Provides for supervision of the library whenever it is open.
2. Selects and purchases books and DVDs and subscribes to journals on weaving, spinning, dyeing, basketry, knitting, and other fabric related subjects to provide a balanced collection for the use of GVWSG members.
3. Ensures that all acquisitions are classified according to the current system in use. There is a manual available for this system.
4. Maintains an electronic record of library holdings.
5. Introduces all new items to the membership at meetings and in the Guild Newsletter.
6. Maintains a record of expenditures and manages the library budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
7. Maintains a circulation file that tracks books, journals, and other items that have been borrowed. Checks this file for items that are overdue and contacts the borrower so the items are returned. Levies fines as approved by the Board of Directors.
8. Maintains a list of library volunteer staff to work in the library. Works in cooperation with a library staff volunteer who schedules individuals to work at specific meetings to: assist members in borrowing and returning library items; maintain records of library transactions; put items returned back in their place.

9. Undertakes a yearly audit of library holdings: noting items missing or needing repair; shelving items correctly that have been incorrectly placed; removing back issues of journals more than 5 years from the current year.
10. Cares for items that are damaged if possible so the item continues to be available to members.
11. Submits an Annual Report to the President at year-end.

#### **Library Volunteers:**

In addition to managing the library and its loans, the library volunteers provide assistance for equipment rentals:

- Prints out a copy of the completed form sent to the library if the renter does not bring the form.
- Gets the renter to sign a copy of the form and also clearly prints their name on the form as well so they can be contacted if there are any questions.
- Provides the member with a copy of the contract and files a signed copy in the equipment rental file folder in the top drawer of the filing cabinet at the Guild library along with either the deposit cheque or a note as to how the deposit was paid.
- Files cheques for rental in the mail folder in the bottom drawer of the filing cabinet and notifies the treasurer that a cheque has been filed.

### **3.2 EQUIPMENT**

The Guild owns weaving, spinning and other fiber related equipment for use by members.

#### **Policies**

- All guild equipment is stored in the Guild storage space at 268 Keefer Street.
- The Board of Directors sets the rental fees which are part of the Guild's revenue.
- Rental fees must be paid in advance of obtaining equipment.
- Rental and deposit fees are listed on the Guild website under equipment.

### **Equipment Co-ordinator**

1. Is responsible for acquisition, maintenance, and rental of all Guild equipment.
2. Manages the equipment rental system by:
  - advising members how to rent equipment online.
  - completing the online form specifying which equipment is requested.
  - arranging a pick up time for the equipment by coordinating with the library staff.
  - sending a copy of the form to the library staff as well as a note to the renter explaining the process.
  - confirming that the returned equipment is in good condition and informing the treasurer to return the deposit; or setting costs to be paid by the renter for damaged equipment and informing the treasurer of the amount and reason.
3. Collects any rental fees paid directly and forwards these fees to the Treasurer.
4. Keeps records of rentals and issues receipts.
5. Keeps the equipment in good repair.
6. Sells old equipment with the approval of the Board of Directors.
7. Purchases new equipment as approved in the annual budget.
8. Provides an updated inventory list to the President and the Treasurer.
9. Maintains a record of expenditures and manages the equipment budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
10. Submits an Annual Report to the President at year-end.

## **3.3 MEETINGS**

### **Hospitality Co-ordinator**

1. Welcomes members and guests to meetings.
2. Provides name tags for members and guests.
3. Co-ordinates, if applicable, volunteers for refreshments at regular meetings.

## 4. EDUCATION

### 4.1 PROGRAMS

#### Guidelines

- An educational program is generally held at each monthly meeting.
- An honorarium is provided to the speaker based on the approved annual budget.

#### Program Co-ordinator

The Program Co-ordinator arranges a program for each monthly meeting based on the interests of the members as well as the program budget. The December meeting moves to the venue and date for the Weave/Spin/Dye Social for a festive potluck and Show and Tell. The May meeting consists of a General meeting, potluck, and stash buster.

1. In May books room for program meetings for the next year.
2. Identifies and books speakers or activities for program meetings. It is best to have a lineup at least three months in advance.
3. Arranges for all necessary equipment for each program: tables, digital or slide projector, screen, trolley, blackout curtains, etc., and for safe storage of the Guild equipment during the year.
4. Requests an honorarium cheque from the Treasurer in advance of the presentation day.
5. Introduces the speaker and program to the members and thanks the speaker at the end of the program or else arranges for someone else to do it. Presents the honorarium to the speaker with a thank you card in an envelope at the end of the program.
6. Maintains a permanent record of past programs and those planned for the coming year along with contact information on the speakers (see Program Co-ordinator Binder).
7. Provides descriptions of the upcoming programs for the Guild website, the newsletter, Weavers' News and to the Publicity Chair before each of their deadlines.
8. Optionally — writes a short summary of recent programs (or ensures they are written) for the website and the newsletter.
9. Maintains a record of expenditures and manages the program budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
10. Submits an Annual Report to the President at year end.

## 4.2 WORKSHOPS

### Guidelines

- Workshops are organized on a cost recovery basis.
- Travel expenses are paid at the rate established by the Guild.
- The Guild pays the facility booking deposit if the booking is cancelled.
- Participants pay the full registration fee when registering.
- Registration usually starts 3 months in advance of the workshop.
- Registration fees are not refundable. The registrant may arrange a suitable substitute and the Co-ordinator will provide names from the waitlist, if any.
- In instances of cancellation due to illness or other emergency, participant's registration fees may be refunded at the discretion of the Workshop Co-ordinator.
- GVWSG members are given registration priority.
- The Guild reimburses anyone providing a billet for a workshop instructor at the current rate established by the Guild.

### Workshop Co-ordinator

1. Receives proposals for possible workshops from Guild members or instructors.
  2. Announces the workshop idea at Board and regular meetings and circulates a sign-up sheet to determine Guild members' interest level and day/time preference.
  3. Contacts prospective instructors for details.
  4. Decides on dates, times, and location for workshop in consultation with the Guild President and the instructor.
  5. Researches and identifies suitable locations for holding workshops; contracts with the facility for the specific workshop; liaises with the facility and confirms arrangements before the workshop.
  6. Asks instructor(s) to provide: a) fee per person or daily fee b) maximum number of participants c) minimum number before cancelling d) materials fee, if any.
  7. Develops budget for workshop.
  8. Develops and signs contract with instructor, including cancellation terms.
  9. Prepares workshop announcement for newsletter including registration information.
  10. Announces workshops at Guild meetings and circulates sign-up sheets.
  11. Registers participants when workshop fee is received.
  12. Provides fees to Treasurer who issues receipts.
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13. Keeps a waiting list of prospective participants if workshop is full. If a registrant wishes to cancel, provides names on waiting list to registrant to make their own transfer arrangements.
14. Arranges support for workshop, including copying handouts, arranging equipment, organizing refreshments.
15. Arranges accommodation and local travel for instructor.
16. Keeps registrants informed about workshop, including preparation instructions and directions to workshop venue.
17. Maintains a record of expenditures and manages the workshop budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
18. Submits an Annual Report to the President at year-end.

### 4.3 SCHOLARSHIPS

#### Guidelines

- The total funding available for scholarships consists of the amount approved in the Annual Budget.
- Each award is flexible and depends on the amount of funding available, the number of applicants, and the proposed projects.
- Decisions made by the Scholarship Committee are final. The Committee may make recommendations to an applicant, however, and accept a revised submission.
- The Scholarship Committee will consist of the President, one member of the Standards Committee appointed by that Committee, and one member of the Guild appointed by the Board of Directors.

#### Scholarship Committee

1. Publicizes the availability of Bursaries, Scholarships, and Awards of Merit to the membership in newsletters, on the website and through verbal communication.
2. Reviews the scholarship information provided on the GVWSG website (<http://gvwsg.com/about/scholarships/>). Receives applications for awards, meets to discuss them, and decides whether to approve the request, provide feedback, or deny the request.
3. Examines the applications and recommends to the executive to whom grants will be awarded, the amount and times of disbursements of awards, the number of grants given,

and the number of grants given to any one member within a given time. The executive votes as to whether to approve these recommendations.

4. May make recommendations to the applicant and will accept resubmissions.
5. Provides a letter confirming the amount and purpose of the scholarship.
6. Submits notification of award winners to the membership through a newsletter article and web posting and encourages winners to submit a newsletter/web item as well.
7. Maintains a record of expenditures and manages the scholarship budget as approved in the annual budget. Submits receipts to the Treasurer in a timely manner and requests approval for budget increases from the executive in advance.
8. Considers and proposes updates to the Guidelines for the fund.
9. Submits an Annual Report to the President at year end.

#### 4.4. STANDARDS

##### Guidelines

- The Standards Committee consists of three members including the Co-ordinator and two others appointed by the Directors.
- All work submitted for Guild sales or exhibits shall be placed before the Committee.
- Before any work is judged, the name of the maker is to be removed or covered over and the Committee will review the Standards as published on the GVWSG website (<http://gvwsg.com/about/standards/>).
- Work that does not meet the standards will be returned with a copy of the standards and suggestions for improvement. Such work may be re-submitted at any time after improvement has been made.
- All weaving, spinning, basketry, and dyeing submitted by members for exhibition sponsored by the Society must bear the Guild label or have won an award at a major exhibition or competition recognized by the Guild (see Bylaws).

##### Standards Committee

1. Reviews all submissions according to the established standards (see Appendix).
2. Decides whether each submission meets the standards for acceptance in the event.

## 5. COMMUNICATION

### 5.1 NEWSLETTER

#### Guidelines

- The newsletter is published 5 times a year – September, November, January, March, and May.
- The deadline for articles is the end of the month prior to publication.
- Classified ads for personal equipment are free to Guild members and \$5 per newsletter issue for non-members.
- Business advertisements are \$50 per year.

#### Advertising Co-ordinator

1. In early September contacts all businesses that advertised the previous year to see if they want to continue or change their advertisement.
2. Identifies potential new advertisers through other fiber events.
3. Communicates with the newsletter editor and e-bulletin person regarding changes in advertisers or ads.
4. Communicates with newsletter editor, e-bulletin person and web co-ordinator regarding our advertisers up-coming events, sales etc.
5. Distributes equipment for sale notices to newsletter editor, e-bulletin person, and web co-ordinator.
6. Collects advertising fees and submits them to the Treasurer.

#### Newsletter Editor

1. Invites and compiles articles submitted for publication.
2. Writes articles, gathers photos and artwork for the newsletter.
3. Prepares the newsletter layout.
4. Submits final edition for distribution to all members via e-mail.
5. Maintains a record of expenditures and manages the newsletter budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the Board of Directors in advance.
6. Submits an Annual Report to the President at year-end.

## 5.2 WEAVERS' NEWS EDITOR

1. Compiles all notices of events, items for sale, and requests that are submitted by Guild members.
2. Creates the bulletin for distribution by e-mail.
3. Distributes the bulletin and newsletter by e-mail.
4. Maintains up-to-date mailing list of Guild members and others who receive mailings.

## 5.3 WEBSITE CO-ORDINATOR

The Website Co-ordinator works with other website workers to advance the GVWSG goals. The website represents an electronic venue where the general public and guild members can learn more about the guild, its activities, and fiber related information.

1. Maintains the Guild's website by regularly updating the technical requirements.
2. Establishes a web committee which works on creating an interesting website for Guild members.
3. Encourages contributions from Guild members.
4. Works with Guild members responsible for particular web pages to develop their pages as necessary.
5. Maintains website pages/posts etc. through regular updates.
6. Develops a budget to support the website.
7. Ensures the domain name hosting is paid by submitting a request to the Treasurer.
8. Ensures the WordPress server, currently at Media Temple, is paid by submitting a request to the Treasurer.
9. Maintains a record of expenditures and manages the website budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance.
10. Submits an Annual Report to the President at year-end.

## 5.4 PUBLICITY

All publicity for the Guild must be referred to the Publicity Co-ordinator and to the Directors for approval before publication (see Bylaws).

### Publicity Co-ordinator

1. The Publicity Co-ordinator assists the Membership, Exhibitions, and Programs volunteers to promote the Guild and Guild activities. Activities, for example, may include: monthly meetings, exhibitions, lectures, and events as well as Guild participation at special events (demonstrations, conferences, National Spinning and/or Weaving Week).
2. Promotes the Guild and its activities by sending meeting and event listings to the media and all appropriate fiber-related groups and connections including suppliers, the GVWSG newsletter, e-news and website. Also, whenever possible, provides media releases and photos for special events and organizes media interviews.
3. Maintains a current e-mail list of media contacts and lower mainland, BC, Washington, and national fiber guilds
4. Ensures promotional materials, including bookmarks, signage and display materials are available for each Guild event and/or activity.
5. Reviews and annually updates all promotional materials including sending Membership information for posting on the Guild website.
6. Researches and pursues new initiatives to raise awareness about the Guild and its events/activities with a particular focus on reaching demographics currently under represented in the Guild Membership.
7. Develops and initiates new promotional means to market and promote the Guild including social networking opportunities as well as e-news/e-magazine connections.
8. Maintains a record of expenditures and manages the publicity budget as approved in the annual budget. Submits receipts to the treasurer in a timely manner and requests approval for budget increases from the executive in advance as approved in the annual budget.
9. Submits an Annual Report to the President at year-end.

## **5.5 GENERAL INQUIRY CO-ORDINATOR**

The General Inquiry Co-ordinator ensures contact information is made available on the Guild web page, at the community center and in the newsletter.

Other tasks include:

1. Asks the Website Co-ordinator to make sure the general inquiry e-mail address is linked to the Guild website so that inquiries written in the Contact section are forwarded to the General Inquiry Co-ordinator.
2. Answers inquiries directly or directs the inquiry to the appropriate person or website.
3. Answers questions on guild meeting dates, guild membership and privileges, available workshops, upcoming conferences and supply sources. (Newsletter advertisers should be offered first as sources of supplies.)
4. Maintains a list of useful contact information.
5. Submits an Annual Report to the President at year-end.

## **6. COMMUNITY OUTREACH**

### **6.1 DEMONSTRATIONS CO-ORDINATOR**

The Demonstration Co-ordinator identifies opportunities and responds to requests from the community to demonstrate weaving and spinning.

Other tasks include:

1. Makes all arrangements with the venue to hold the demonstration.
2. Finds and organizes volunteers to participate in the demonstration.
3. Writes reports for the newsletter regarding demonstrations.
4. Co-ordinates with publicity co-ordinator.

## 6.2 EXHIBITS CO-ORDINATOR

The Exhibits Co-ordinator identifies exhibition opportunities for the Guild and organizes exhibitions. The Co-ordinator may organize a committee to assist with the work.

Tasks include:

1. Finds space for exhibitions
2. Organizes the Exhibition
3. Establishes the parameters and criteria: Theme/title of Exhibit, juried or non-juried, entry fees, etc.
4. There should be at least a six-month period between the announcement of a show and the deadline date for submissions.
5. Arranges for a juror if it is to be a juried show. Decide if jurying will be by digital image or actual piece.
6. Writes up a "Call for Submissions" and sends it to the GVWSG website and newsletter.
7. Writes up an "Entry Form" and sends to the GVWSG website and newsletter.
8. Coordinates with the Standards Committee.
9. Recruits members for various jobs necessary to support exhibit.
10. Arranges rooms for exhibits, jury and any other need.
11. Submits expenses to the Treasurer for reimbursement.
12. Organizes volunteers for the installation and directs the installation.
13. Organizes an opening event if required.
14. Organizes dismantling of the exhibit.
15. Works closely with the Publicity Co-ordinator.
16. Maintains a record of expenditures and manages the exhibit budget as approved in the annual budget. Submits receipts to the Treasurer in a timely manner and requests approval for budget increases from the Board of Directors in advance.
17. Submits an Annual Report to the President at year-end.

## APPENDIX 1:

### President's Tasks

#### September

1. Chairs the Annual General Meeting and prepares agenda.
2. Files the Society Annual Report (Form 11) as required by the *Society Act*.
3. Registration can be filed online at:  
<http://www.bcregistryservices.gov.bc.ca/local/bcreg/documents/forms/0731bfill.pdf>  
(payment via credit card).  
OR complete Society Annual Report (Form 11) and mail via Canada Post:  
BC Registry Services  
P.O. Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3  
(payment via cheque)
4. Confirms the meeting space for the year (Sept-Nov and Jan-June).
5. Pays the annual rent.

#### Ongoing

Prepares a list of meeting dates and times and the rooms requested for Sept-Nov and Jan-June of the following year.

#### May

Requests Directors and Committee Chair Annual Reports be submitted by June 30 (or at the June meeting).

Asks the Secretary to provide a summary of all Motions passed during the year.

#### June

Collects Annual Reports of the Executive Members and Committee Chairs.

#### August

Collects remaining Annual Reports and write President's Annual Report.

Submits the President's Annual Report for publication in the September newsletter, along with the Annual Financial Report.

## APPENDIX 2:

### Standards (Approved April 11, 2019)

Standards have three components:

- 1) Technical standards,
- 2) Jurying standards (established by CABC) and
- 3) Guidelines for organizers and jurors (established by CABC).

In a woven article the major focus of the article must be handwoven. Commercial kits are not acceptable. When designs are historical or traditional reproductions or adaptations there must be an accompanying label giving credit to the source.

GVWSG Standards are posted on our website (<http://gvwsg.com/about/standards/>) and are as follows.

#### Standards

A submission to a GVWSG exhibition or sale is evaluated in the category that is most appropriate for it. The GVWSG has two broad categories of evaluation:

- Handwovens, Skeins, or Felted Submissions
- Open Submissions

#### Handwovens, Skeins, or Felted Submissions

In a woven article the major focus of the article must be handwoven. Commercial kits are not acceptable. When designs are historical or traditional reproductions or adaptations there must be an accompanying label giving credit to the source.

Suitability of materials and design

- Fibers and yarn used should have compatible properties and be suitable for the purpose of the article, e.g. table linens should be launderable, fibbers for wall hangings should be suitably durable.
- Weave, pattern and sett must be suitable to the intended use.
- Re-used materials should be labelled as such.

Workmanship

- No threading errors.
- No knots in warp or weft. All joins must be inconspicuous. On the back of traditional tapestries, it is permissible to leave ends of weft hanging free.
- Absence of skips and treadling errors.
- Consistent beat.

- Good edges and even selvages.
- Sets of towels or placemats and napkins should be the same size with a maximum of 0.5 cm in difference.

### Finishing

- Secure and even fastening of fringes which are suitable and in proportion to the article. Any fringe should be durable with respect to the function of the items.
- Inconspicuous machine and hand stitching unless used as embellishment.
- All articles for sale should be preshrunk and pressed except for some decorative items, e.g. wall hangings, rugs and must be provided with cleaning instructions and fiber content.
- Linings should be compatible with the function and design of the article. Cushions should have inner linings and be filled appropriately and according to government regulations.
- Wall hangings must be ready to hang with a mounting device attached. Hanging or mounting materials are an integral part of the design and must be appropriate for the weight and size of the hanging.
- Hems should be in harmony with the overall design and function of the item.
- The inside seams of woven garments should be finished neatly and securely (with coordinating thread) — machine or hand overcast, taped or serged.

### Handspun and hand-dyed skeins

- Skeins must exhibit uniformity of spinning technique, i.e. consistently even or deliberately textured.
- Yarn size should be compatible with the character of the fiber used, i.e. length of staple, crimp.
- Handspun should be free of stains, second cuts and foreign matter.
- Hand-dyed yarns must be washed and free of residual dyes.
- Twist must be set.
- No knots in a skein, i.e. a continuous length of yarn.
- Skeins should be tied securely and neatly.
- Fiber content, weight and length must be recorded on an attached label.
- Hand-dyed skeins must include information on dye-stuff and mordants.

## **Felting**

- Felting for garments should be firm enough to stand wear — especially slippers.
- There should be no thin or weak spots (hold it up to the light).
- Edges of garments should be finished neatly — either rounded cut or over sewn — no straggly edges.

## **Open Submissions**

- Open submissions are evaluated on an individual basis. Pieces will reference or use the materials, techniques or history of weaving, spinning, textiles or related processes. They may be functional, decorative, imaginative, aesthetic, or intellectual in content.

## APPENDIX 3:

### Guidelines for Incoming Directors (Revised 2014)

Welcome to the Executive Committee of the Greater Vancouver Weavers' and Spinners' Guild. We are extremely glad to have you onboard. Here are a few general guidelines to help you be successful in your new role.

Information and instructions for your position are in the Info Package which you have received from the retiring office holder. If you have any questions, please ask any previous holder of your position or any other Executive Member.

All monies spent on behalf of the Guild are reimbursed by the Treasurer. A Requisition Form (sample attached) must be completed and the original receipt(s) attached.

The budget is set at the beginning of each term by the Treasurer and the Executive Committee at the first Executive meeting of the new year (held in September). Any expenses beyond the established budget allocation require pre-approval by the Executive Committee.

Your Info Package outlines the duties of your position. If you have trouble carrying them out, please ask for help.

An Annual Report is required by most Executive Members and should be given to the President at the June Executive meeting so that s/he can prepare her report for the September Annual General Meeting. The report is designed to inform the President what each Executive Member or Committee has done throughout the year and if there needs to be improvement in any area. Please keep a file copy of your Annual Report in the Info Package given to you when you took on the role.

If you think any of the items on your job description need to be changed you must discuss this with the Executive Committee. No changes of duties should be made without approval of the Executive Committee.

Suggestions for new endeavours, or new methods of operation, are always welcome. Please share your ideas, knowledge and expertise. Do not, however, make unauthorized changes or expenditures before laying your proposals before the Executive Committee. Do not commit the Guild to any new course of action before consulting the Executive.

When your role with the Executive/Committee Chair begins to near its term, please ensure that the Info Package is complete and up-to-date, and ready to pass on to the incoming incumbent. The incumbent must receive the role description, budget info, and all history that you've kept on file, ready and organized. Please pass all info onto the individual(s) who takes over your job and give them as much help as possible.

## APPENDIX 4:

### Rental Agreement

#### Greater Vancouver Weavers' and Spinners' Guild - Rental Agreement

Equipment can only be rented by Guild members or people taking a Guild class.

It is agreed that:

1. The Guild member is renting for her/his own use, and the equipment is not to be given to some other person.
2. It is the responsibility of the Guild member renting equipment to pick up and return items; rental rates apply for the duration of the period the equipment is out. If the equipment is not returned by the time the rental period is up, additional rental fee will be charged.
3. Equipment will be returned in the same or better condition than it was received. The renter is liable for the cost of replacement or repair of equipment should it be damaged or destroyed or should parts be missing.
4. A deposit is required when equipment is rented. The deposit will be applied to the repair or replacement of the rental item if it is damaged or destroyed.
5. Prior to each rental, please record any existing faults in the equipment, such as scratches or missing parts.

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equipment list:**

#### Information of person facilitating rental on behalf of the Guild:

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Reimbursement

Payment to (name) \_\_\_\_\_

City/Prov./Postal Code \_\_\_\_\_

[illegible]

Please attach receipts and any appropriate documents to this request for payment.

Please leave blank	
Account:	
Payment:	