

Weavers' Guild of Rochester, Inc.

Operations Manual

Table of Contents

1. History
2. Bylaws 10/8/14
3. Organization Structure
4. Job Descriptions

Administrative Group

President Approved 5/4/16
Vice-President Approved 11/14
Treasurer Approved 10/7/15
Associate Treasurer 10/7/15
Secretary Approved 5/4/16
Past President/Archivist Approved 1/5/05
Directors of WGR Board Approved 11/14
Guild Committees 5/4/16
Audit/Finance Committee Approved 10/7/15
Executive Committee Approved 1/5/05
Nominating Committee Approved 9/2/15

Communications Group

Newsletter Approved 10/7/15
Website Approved 9/2/15
Publicity Approved 7/28/08

Membership Services

Membership Committee Approved 9/2/15
Equipment Committee Approved 9/2/15
Program Committee Approved 9/2/15
Scholarship Committee Approved 9/2/15
Library Approved 9/2/15
Fiber Show and Sale Approved 9/2/15

Education/Public Service

Education and Outreach Approved 10/7/15
Evening Meeting Committee Approved 10/7/15
WaFAC Committee 3/2/16
General Coordinator 10/7/15
Financial Manager 9/2/15
Class Planner 9/2/15
Registrar 10/7/15

Site Manager 1/2/13
Inventory Manager 10/7/15
Display Coordinator 10/7/15

6. Guild Policies:

Conflict of Interest Policy 9/2/15
Discrimination Policy 3/5/14
Privacy Policy 5/04
Committee Chair Attendance at Board Meetings 8/08 consensus
Non-budgeted Expense 5/04
Balanced Budget 5/2001
Children at Meetings 2008
Snow Policy 2006

Financial Policies:

Commission Fees 1/2001
Donations Policy and Procedure—Cash 3/13 and Non-cash donations: 9/13
Reimbursement 5/2010

Membership Policies:

Membership 10/7/15
Family Membership 3/2008

Program Policies

Workshop Selection 10/2007
Workshop Deficits 2001
Honorarium 4/01
Financial Guarantees
Auditing 4/01

Education and Public Service Policies:

Library 9/7/15
Scholarships 2010

7. Guild Procedures:

Grievance Procedure 2008
Income and Expense Procedure: 2008
Income/Expense form 2008
President's notebook organizer form 5/4/16
Secretary's notebook organizer form 5/4/16

8. WaFAC Policies and Procedures 9/2/15

Policies for Instructors:

Contact/Emergency Procedures
Instructor Payment
Materials Fee
Course Size
Course Evaluation Forms
Studio Space/ Equipment
Class Registration/ Student Payment

Instructor Class Cancellation Procedure
WaFAC Registration Policies and Procedures
Makeup Class Policies 5/4/16
Dye Safety Guidelines 5/4/16
Weaving Guidelines and Procedures
Early Registration Policy for Core Weaving Classes 3/2/16

WaFAC Center Policies and Procedures:

Guidelines for Keyholders
Regulations for use of Center Looms and Yarn
WGR Member use of WaFAC space other than for WaFAC sponsored classes 5/4/16
Guidelines for WaFAC E-Blasts 5/4/16

8. WGR FORMS

Donation of Materials Form 4/13
Conflict of Interest Statement 9/2/15
Records Retention Guidelines President 5/4/16
Records Retention Guidelines Secretary 5/4/16

9. WaFAC Forms

Agreement to Provide Instructional Services 9/2/15
Accident/ Incident Report 5/4/16
Extra Weaving Time 8/12
Course Evaluation Form 2016
Trifold – 2 pages 5/4/16
Registration Form

A Brief History of the Weavers' Guild of Rochester

The Weavers' Guild of Rochester was founded in May, 1946 by sixty weavers "to foster interest in weaving and to encourage the exchange of information and inspiration among its members". Dorothy Westgate is credited with the vision, persistence and hard work that made the Guild a reality, and was its first president.

For many years the Guild held its monthly meetings at the Memorial Art Gallery. In 1959, the Guild purchased a 48' six harness Macomber loom with proceeds from Guild auctions. Members used this loom for group projects since at the time very few weavers had looms of this size. By 1960, the Guild had a library of 14 books and a number of magazines and bulletins. As the Guild continued to grow, the facilities of the Art Gallery became too small. After trying a few other venues, the site was moved to the Emmanuel Evangelical Covenant Church on Browncroft Blvd. in 1971. In 1982, the Creative Workshop announced that they wished to tear down the room housing the Guild library and looms in order to enlarge their painting room. The Guild voted to hold a silent auction to sell some looms and accessories and to relocate the books in Helen Dennis's basement until a better place was found. The Browncroft Church offered to build shelves for the library but would charge rent for them. As the Guild wished to have control over the bookshelves, Jan Towsley's brother-in-law, a woodworker, was hired to build two six foot folding bookcases on casters. In the meantime the Guild moved to the First Baptist Church on Clover St. which was able to accommodate the Guild meetings, the library bookcases, and the Evening Guild. The latter had been meeting at night in the First Unitarian Church. All Guild activities were finally under one roof.

Over the years the Guild has consistently provided weavers and other fiber artists with outstanding local and nationally known speakers and workshop leaders. Two and a half day workshops are held at least twice a year.

The Weavers' Guild has held many shows of its members' work since the first in 1948. Some shows have been only for the display of work, and many have been combined shows, sales and demonstrations. These have been held in many interesting places in Rochester such as the Art Gallery, Rochester Museum and Science Center, Rundel Library, for several years in the Ward Gallery at Sibley's Department Store, the Monroe County Fair and Genesee Country Village and Museum. Our 50th Anniversary Show was held at the High Falls Gallery. Creation of a traveling exhibit "Fifty Years, Fifty Fabrics" also was a part of our anniversary observance.

Ongoing outreach activities present weaving and spinning demonstrations in schools, often in conjunction with fourth grade history curriculum. There are also demonstrations and exhibits at local museums and art festivals.

When the Rochester Museum and Science Center announced plans to discontinue its weaving classes at the end of 2001, a group of dedicated members of the Guild realized that the area needed good weaving instruction in order to keep our craft alive and well. After careful planning by its steering committee and with much cooperative effort, the Weavers' Guild of

Rochester opened its Weaving and Fiber Arts Center in the Village Gate Complex in Rochester with looms on long term loan from the museum. The Center offers a varied and growing schedule of classes in weaving and related fiber arts [serving 386 students in 73 classes during the 2003-2004 year]. The Weaving and Fiber Arts Center space has doubled in size, and now has room for some Guild workshops and committee meetings in addition to its classes.

The Guild's legal status has changed with the changing times. The first constitution was adopted in 1946 soon after the Guild was founded, and revised many times over the years. Another milestone occurred in May 1977 when the Guild was granted status as a non-profit organization by the Internal Revenue Service. Later, the Guild decided to incorporate as a not-for-profit corporation under New York State law. This was filed with the Department of State on June 13, 1990. After the establishment of the Weaving and Fiber Arts Center, the Guild applied for a change in our federal non-profit status. A 501(c)3 tax exempt designation was granted by the IRS effective June 11, 2002. This allows gifts to the Guild to be tax deductible. Since the bylaws had not been reviewed for 14 years, a major revision of the bylaws was adopted by the membership on April 14, 2004. Minor changes to conform the Bylaws to the New York State 2013 Non Profit Revitalization Act were adopted by the membership October 8, 2014.

The Guild relies on the volunteer efforts of all its members in order to be an active, successful organization. It was especially rewarding to receive national recognition for its outreach activities. The Guild was given a 2004 Fiber Hearts award from Interweave Press. An article highlighting the Guild appeared in the 25th anniversary edition of **Handwoven** [Issue 121 September/October 2004, p.27].

The Guild's purposes continue much as they began almost sixty years ago:

- To foster development and appreciation of weaving and related textile arts by promoting public interest in the medium.
- To promote weaving and fiber arts as an educational tool by providing opportunities for study and experience.
- To hold classes, workshops, exhibitions and to promote the study of weaving and related fiber arts.
- To encourage and promote cooperation and exchange of ideas among weavers and others engaged in weaving and fiber arts.

The Guild approved its current mission statement in March of 2006:

To enhance lives through study and creative expression in weaving and fiber arts.

Weavers' Guild of Rochester, Inc.

Bylaws

Effective October 8, 2014

■ **ARTICLE I. NAME AND PURPOSE**

Section 1.1- The name of this Corporation shall be “Weavers’ Guild of Rochester, Inc.”, hereafter referred to as “Guild”.

Section 1.2- The purpose of this Guild shall be to foster the development and appreciation of weaving and related textile arts by promoting public interest in the medium; to promote weaving and fiber arts as an educational tool by providing opportunities for study and experience to persons so interested; to hold classes, workshops, exhibitions, and to promote the study of weaving and related fiber arts; to encourage and promote cooperation and exchange of ideas among weavers and others engaged in weaving activities.

Section 1.3- The Guild shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of these purposes or are inconsistent with its Certificate of Incorporation.

Section 1.4- The principal office of the Guild shall be in Monroe County, New York.

■ **ARTICLE II. MEMBERSHIP**

Section 2.1- Any person interested in weaving and related fiber arts may become a member upon payment of dues.

Section 2.2- Members shall have the right to attend meetings, hold office, elect a Board of Directors (hereafter referred to as “Board”), approve an annual budget and vote on other issues as may come before them. Other benefits may also be set by the Board.

Section 2.3- Membership types and annual dues are set by the Board and approved at a regular meeting of the membership. Dues are payable as of June 1. Membership benefits, including the right to vote at meetings, shall expire if dues are not paid by September 30.

■ **ARTICLE III. MEETINGS**

Section 3.1- Annual Meeting. An annual meeting of the members of the Guild shall be held, to approve the annual budget and for the transaction of other business.

Section 3.2- Regular Meetings. Regular meetings of the membership shall be held at such times as the Board determines. There shall be no fewer than seven (7) meetings per year. Regular meetings of the membership shall consist of a brief business meeting and a program related to weaving or fiber arts.

Section 3.3- Board Meetings. Meetings of the elected Board shall be held at least five (5) times a year to transact the business of the Guild. All actions taken by the Board shall be reported at the next regular meeting of the membership.

Section 3.4- Special Meetings. Special meetings of the membership or Board may be called at any time by the President, two members of the Board or Executive Committee, or on the written petition of one-fifth of the membership. Notice of a special meeting shall state the purpose or purposes for which it is being called and the person/s calling the meeting. No business other than that specified in the notice for the meeting shall be transacted.

Section 3.5- Place of Meetings. Meetings of the membership shall be held within Monroe County or another location within New York State as fixed by the Board. Meetings of the Board shall be held at any place, within or without New York State, as fixed by the Board.

Section 3.6- Notice of Meetings. Annual and regular meetings shall be held at such times and places as fixed by the Board and announced to the membership. Notice of special meetings shall be given to each member or Director by mail or electronic communication not less than three days or more than thirty days before such meeting, except that oral notice, in person or by telephone, may be given not less than one day before the meeting. No notice of any adjourned meeting need be given other than by announcement at the meeting.

Section 3.7- Waiver of Notice. Notice of a meeting need not be given to any member who submits a signed written waiver whether before, at or after the meeting, nor to any member who attends the meeting without protesting the lack of notice prior to the start of said meeting.

Section 3.8- Quorum and Voting. One-fifth of the voting membership shall constitute a quorum for annual, regular and special meetings. A simple majority of elected Directors shall constitute a quorum for Board meetings or special Board meetings. Once a quorum is established it holds throughout the meeting. The act of the majority of members or Directors present at a meeting at which a quorum is present shall constitute the act of the members or Board, unless the act of a greater number is required by law, the Guild's Certificate of Incorporation or these Bylaws. A plurality of votes cast is sufficient to elect Directors.

Section 3.9- Proxies. Members or Directors shall not be entitled to vote by proxy.

Section 3.10- Action Without a Meeting. Any action required or permitted to be taken at a duly held meeting of the Board may be taken without a meeting if all the Directors consent in writing to the adoption of the resolution authorizing the action. Such resolution and the written consent shall be filed with the minutes of the proceedings.

■ ARTICLE IV. BOARD OF DIRECTORS

Section 4.1- Powers and Qualifications. The Guild shall be governed by its Board which shall have and exercise all powers and authority to control the work and policies of the Guild. Each Director shall be a member in good standing of the Guild and at least eighteen (18) years of age. Each Director shall have one vote regarding any corporate action to be taken by the Board.

Section 4.2- Number and Term of Office.

a. The Board shall consist of no fewer than eight (8) nor more than eleven (11) Directors. It shall comprise the elected officers of the Guild and at least three committee chairs. The immediate past President shall serve on the Board as an ex-officio non-voting member of the Board.

b. All members who are serving as Directors on the effective date of these Bylaws shall continue to serve as Directors until the next annual meeting following the effective date of the Bylaws. For the purpose of staggering terms, the Directors shall be divided into two classes. At the first regular meeting following the adoption of these Bylaws, the President, Treasurer and at least three other Directors shall be elected for a two year term. The Vice-President, Secretary and at least two other Directors shall be elected for a one year term. At the expiration of their initial terms, all Directors shall be elected for a term of two (2) years or until a successor is elected. Each Director shall be elected at a regular meeting of the Guild. A Director shall not be eligible to serve more than two consecutive terms in the same position nor hold more than one position on the Board.

c. At least twenty-one days before the date set for elections, the Nominating Committee shall submit to the membership a list of nominees for election to the membership. Nominations from the floor will be accepted, provided that any member so nominated has agreed to serve, has qualifications to fulfill duties if elected, and has submitted a completed a disclosure of conflict of interest form. All persons elected in a regular election shall take office at the beginning of the new fiscal year.

Section 4.3- Vacancies. Vacancies occurring between annual elections may be filled by a majority vote of the Board. A Director elected to fill a vacancy shall hold

office until the next regular meeting at which the election of Directors is in the regular order of business.

Section 4.4- Removal. Any Director may be removed by a majority vote of the entire Board for conduct detrimental to the interests of the Guild, for lack of sympathy with its objectives, for refusal to render reasonable assistance in carrying out its purposes, or for the failure to attend three consecutive meetings of the Board. Any Director proposed to be removed shall be entitled to at least 10 days prior notice in writing (by first class mail) of the meeting of the Board at which such removal is to be voted on. The Director shall be entitled to appear before and be heard at such meeting. A new Director may be elected at the same meeting to replace a Director so removed.

Section 4.5- Personal Attendance by Conference Communication Equipment. Any one or more members of the Board or any committee may participate in a meeting of such Board or committee by means of a conference telephone, video screen communication, or similar communication equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

Section 4.6-Electronic delivery of notices, consents, waivers, proxies, and financial statements. The following communications may be delivered by e-mail or facsimile:

- Notices of meetings sent to Members and Directors
- Waivers of notice of meetings by Members and Directors
- Consent to a decision taken without a Board meeting
- Financial statements

In each case, written communications must have affixed the signature of the member or director, which may be a facsimile signature. E-mails must contain or be accompanied by information reasonably showing authorization by the member or director sending the message.

Section 4.7- Compensation. No Director shall receive any compensation from the Guild for services performed as a Director. Directors may be reimbursed for reasonable and necessary expenses incurred in the performance of their official duties.

Section 4.8- Annual Report. The President shall provide a statement of the findings of an annual audit at the first Board meeting of the fiscal year to be filed with the records of the Guild.

■ ARTICLE V. OFFICERS

Section 5.1- The officers of the Guild are duly elected Directors and shall be designated as the President, Vice-president, Treasurer and Secretary. Each officer

shall serve a two year term or until a successor is elected or appointed, or until the officer's resignation or removal. No officer shall be elected to a particular office for more than two consecutive terms.

Section 5.2- President. The President shall have the general duties and powers of the chief executive officer, shall preside at all meetings of the Board and membership, may appoint chairs of all committees with the approval of the Board, shall serve as an ex-officio non-voting member of all committees except the Nominating Committee, may sign contracts and execute agreements upon approval of the Board, and shall perform all the duties customarily incident to the office of President and such other duties as may be assigned by the Board, subject to the right of the Board to extend or confine such powers and duties or to assign them to others.

Section 5.3- Vice-President. In the absence or inability of the President to act, the Vice-president shall perform the duties and exercise the powers of the President. The Board may from time to time assign other duties to the Vice-president.

Section 5.4- Secretary. The Secretary shall keep the minutes of the meetings of the Board and the membership, provide for the written notice of said meetings, shall be the custodian of the records of the Guild, shall attend to all correspondence, and perform all other duties customarily incident to the office of Secretary and such other duties as assigned by the Board or President.

Section 5.5- Treasurer. The Treasurer shall be responsible for monitoring the control, receipt and custody of all assets of the Guild and for the authorized disbursement of same. The Treasurer shall keep full and accurate account of all receipts and disbursements of the Guild in books belonging to the Guild. These books shall be open at all reasonable times to the inspection of the Board or to any member upon written request to the Board at one of its meetings. The Treasurer shall perform all other duties customarily incident to the office of Treasurer and such other duties as assigned by the Board or President.

■ ARTICLE VI. COMMITTEES.

Section 6.1- Executive Committee. There shall be an Executive Committee of the Board. It shall consist of the officers of the Guild and the immediate past President and shall have the authority to act in the management of the affairs of the Guild during the intervals between meetings of the Board, except it shall have no authority as to the following:

- a. The filling of vacancies in the Board or in any committee.
- b. The amendment or repeal of the Bylaws or the adoption of new Bylaws.
- c. The amendment or repeal of any resolution of the Board which by its terms may not be amended or repealed.

The Executive Committee shall meet at the call of the President or other officer upon written, electronic, or oral notice of at least 24 hours. Any reference in these Bylaws to the Board shall include the Executive Committee. All actions at a duly held meeting shall be reported at the next meeting of the Board.

Section 6.2- Nominating Committee. There shall be a Nominating Committee of the Corporation consisting of at least five members. One member shall be a Director other than the President and shall be appointed by the Board; the remaining members shall be elected annually by the membership. The committee shall designate a chair from among its members. The committee shall be responsible for the identification of candidates for Directors, Officers and Nominating Committee. All members shall serve one year terms and may not serve more than two consecutive terms. At least one, but no more than two members shall have served on the previous nominating committee.

Section 6.3- Other Committees. The Board may create committees as it may deem necessary to promote the purposes and carry on the work of the Guild. Each Committee of the Board will be comprised exclusively of Board members. Each Committee of the Corporation will consist of at least one committee chair and two or more committee members all of whom shall be Board or Guild members. Any committee designated by the Board and each of the members shall serve at the pleasure of the Board and shall have only the powers specifically delegated by the Board. All activities and recommendations will be reported to the Board for consideration and action unless the Board shall provide otherwise. No Committee of the Corporation, and therefore, only a committee of the Board, shall have the authority to bind the Board.

Section 6.4- General. The President or Board shall appoint all committee chairs annually. Meetings of committees, of which no notice shall be necessary, shall be held at such time and place as fixed by the President or the chair of the committee or by vote of a majority of all members of the committee. A majority of the members of any committee shall constitute a quorum for the transaction of its business. Committees may make rules for the conduct of business as are appropriate and are consistent with these bylaws, and may appoint such subcommittees and assistants as may from time to time be necessary.

■ ARTICLE VII. FINANCIAL ADMINISTRATION.

Section 7.1- Fiscal Year. The fiscal year of the Guild shall be from June 1 through May 31.

Section 7.2- Execution of Contracts. The Board may authorize officers or agents, on behalf of the Guild, to enter into any contract or execute and deliver any instrument. Such authority may be general or confined to specific instances but,

unless so authorized, no officer or agent shall have any power or authority to bind the Guild.

Section 7.3- Finances. The funds of the Guild shall be deposited in its name with such financial institutions as the Board may designate. All checks, drafts or other negotiable and non-negotiable instruments of the Guild shall be signed by such officers or agents as the Board designates. No officer or agents shall have the power to make any checks, notes, drafts or other negotiable or non-negotiable instruments in the name of the Guild or to bind the Guild except as provided in this Article.

Section 7.4- Loans. No loans shall be contracted on behalf of the Guild unless specifically authorized by the Board.

Section 7.5- Audits. Each year, an audit must be conducted in compliance with current New York State law. Only independent Board members may participate in deliberations or voting by the Board relating to financial oversight and audit matters. Independent Board members are defined as those who have not received more than \$10,000 in direct compensation from the corporation in any of the last three years (excluding any incidental refunds connected to their work for the Guild), and who do not have a substantial financial interest in any entity that has made payments to or received payments from the corporation and who do not have a relative that has financial interests as detailed above.

The Board will designate a committee to supervise the audit. The audit findings shall be reported to the Board at its first meeting following the beginning of the fiscal year

Section 7.6- Dissolution. If the corporation seeks to dispose of all or substantially all assets, it must petition the Attorney General of the State of New York for approval. Upon dissolution, all remaining assets of the Guild shall, after necessary expenses, be distributed to one or more organizations exempt under section 501(c)(3) of the Internal Revenue Code; or to the federal government, or to a state or local government, for a public purpose; or shall be distributed by a court to another organization to be used in such a manner as in the judgment of the Attorney General of the State of New York would best accomplish the general purposes for which the Guild is organized. No member, Director or Officer of the Guild or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Guild.

■ ARTICLE VIII. AMENDMENT.

Section 8.1- These Bylaws may be amended by a two-thirds vote of the membership present at a duly convened meeting. Notice of the suggested change or changes shall be provided to all members at least 14 days prior to such meeting or at the previous meeting. Any number of amendments or an entire revision of the Bylaws

may be submitted and voted upon at a single meeting and will be adopted at such meeting upon receiving the required two-thirds vote.

■ ARTICLE IX. PARLIAMENTARY AUTHORITY.

Section 9.1- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Guild in all cases to which they are applicable and not inconsistent with these Bylaws, any special rules adopted by the Guild or any statute of the State of New York.

10/2014

Organization Structure

The Weavers' Guild of Rochester is an organization whose mission is to enhance lives through study and creative expression in weaving and the fiber arts. It is recognized by the IRS as a charitable organization and is open to the public.

Meetings are held nine times a year in September, October, November, January, February, March, April, May and June, usually on the second Wednesday of the month. These meetings consist of a business meeting and an educational program. Workshops are offered several times each year and community outreach activities are planned. There is also a newsletter which is distributed five times each year. The Guild has a resource library and maintains weaving equipment that may be rented by members. As of Jan. 2002, the guild began offering regular classes through its Weaving and Fiber Arts Center. This classroom studio offers a variety of fiber-related courses for members and the public.

The Guild has an elected Board of Directors that governs all Guild activities. It meets at least five times each year, usually in August, October, January, March and May. There are numerous committees which have specific, delegated responsibilities that report to the Board. Each committee has a Chair [or Co-chairs] who determines meeting schedule and agenda, recruits members and reports actions and recommendations to the Board. All committees serve at the pleasure of the Board and must submit an annual report for Guild records.

Board of Directors

Executive

- Nominating
- Finance
- Membership
- Equipment
- Fiber Show
- Library
- Program
- Communications Group
 - Newsletter
 - Website
 - Publicity
- Evening Meeting
- Weaving and Fiber Arts Center
- Education and Outreach

Job Description for President

Description: In addition to all responsibilities as a Director, the President shall serve as the chief executive officer of the Guild and shall perform all the duties customarily assigned to that office. The Board may assign other duties to the President or may confine such powers and duties or delegate them to others.

The President shall be the public spokesperson for the Guild, representing it effectively and honestly. The President shall follow the bylaws and operating guidelines, allow Board and Guild decisions to determine the mission and purposes of the Guild and see that the will of the majority is served.

Duties:

Call and preside at meetings of the Board and membership; use Parliamentary procedure to ensure effective leadership and maintain impartiality and decorum.

Appoint committee chairs annually with Board approval.

Call executive committee meetings and any special meetings of the Board or Guild.

Conduct an annual audit with a past Treasurer.

Appoint a Director to be Parliamentarian.

Attend committee meetings as ex-officio member when possible.

Keep informed of all organizational activities, assisting in problem solving when necessary.

Delegate tasks to responsible people.

Ensure legal and ethical integrity and maintain accountability for all Guild operations.

Monitor required government filings, contracts and financial status.

Sign and execute any Board approved contracts or agreements.

Report to the Board and Guild regularly and file an annual report.

Create a notebook for each year in office. Store notebooks from previous Presidents 7 full years and then forward to Archivist.

Term of Office: Two years commencing in even-numbered years on the first day of the fiscal year.

Timeline for President

- Schedule regular Board meetings for August, October, January, March and May, in the early part of the month (before the Guild meeting and newsletter deadlines)
- Attend committee meetings as an ex-officio member as needed.
- Attend finance committee meetings and monitor all contracts for Guild, Weaving & Fiber Arts Center and required government filings.
- Review volunteer opportunities at each meeting.
- In even years of the President's term, the Scholarship Program and yearly funding allotment will be re-evaluated.

June Picnic

- Receive written annual reports and allow any desired oral presentations.
- Pass notebook/s 7 full years old to archivist.

July

- Conduct audit of financial books with a past Treasurer of the Guild.

August

Board meeting

- Discuss unfinished business and plans for the next two years.
- Report on audit.
- Review June meeting and ask for annual reports not submitted.
- Discuss any business pertaining to Sept. and Oct. meetings.

September

- Send out Conflict of Interest Statement with Explanation and Copy of Conflict of Interest Policy to all committee chairs; remind committee chairs to review Conflict of Interest Policy with their members at their next meeting and to have all required signatories submit signed statements to Vice President by October 15.

Guild meeting

- Remind members to renew membership before deadline.
- Approve minutes from May meeting. Mention that full minutes and Treasurer's report are on file in the library.

October

Board meeting

- Board approves appointment of a Director to the Nominating committee.

Guild meeting

- Review snow cancellation policy, coordinating with membership committee, and announce to membership.
- Preview Nov. and Jan. meetings.

November

Guild meeting

- Preview upcoming meetings and events.

January

Board meeting re Budget (Program Committee)

Guild meeting

- Preview meetings and events for Feb. and March
- Direct Nominating committee to begin work.
- Ask officers and committee chairs to submit budget requests to Finance committee by February meeting deadline.
- Have Treasurer set up budget planning meeting for February.

February

Guild meeting

- Preview/plan spring activities.

March

Board meeting re Budget finalization

- Meet with Secretary and Program Chairs to set calendar for upcoming year.
- Notify newsletter editor and website manager of calendar for publication.

Guild meeting

- Have Nominating committee chair announce slate of candidates.
- Preview April and May activities

April

Guild meeting

- Present annual budget for revision and submission to the membership.
- Preview annual meeting and picnic plans.
- Announce brief meeting of new Board following the May annual meeting.

May

- President (retiring) should send thank-you notes to officers and committee heads

Regular Meeting and Annual Meeting

- Present slate of nominees. Ask for nominations from the floor. If none, ask Secretary to cast one unanimous ballot. Vote.
- Announce June picnic

May Annual Meeting

- Call a Board meeting prior to annual meeting to accept budget revisions, if necessary.
- Preside at annual meeting, waive reading of previous annual meeting minutes.
- Ensure that the annual budget is approved by the membership.
- remind members to renew their membership.

Following the annual meeting, hold a brief meeting of the newly comprised Board.

- Confirm continuing committee chairs, and appoint new committee chairs to replace those who are retiring. [New Program Co-Chairs are appointed to begin planning one year in advance.]
- Identify new officers and complete signature cards for banks.
- Provide Guild calendar, and determine location for August Board meeting.
- Remind committee chairs to prepare annual reports which should be submitted in triplicate at the June Picnic meeting.

Miscellaneous duties

- Keep one extra copy of newsletter for use in President's notebook
- Provide Church and Weaving and Fiber Arts Center with names and phone numbers of committee chairs and President.
- Sign any contracts and checks as needed.
- Make sure correct meeting dates are provided to the Church [coordinate with Program Committee].
- Remember to welcome new members and guests at meetings.

Rev. 5/4/16

Job Description for the Vice-President

Description: In addition to all responsibilities as a Director, the Vice-President shall also serve as an officer of the Board. If the President is unable to act or is absent, the Vice-President shall perform the duties and exercise the powers of the President.

Duties:

Assist the President in meeting the goals, purposes and needs of the Guild.

Confer with the President regarding Board and Guild meeting agendas.

Attend committee meetings on behalf of the President as needed.

Preside at meetings when the President is absent.

Serve as a program committee member and as its liaison to the Board: offer opinions and aid in decision making for Guild programs, assist in preparing the program budget.

Oversee collection of and review signed Conflict of Interest Statements and send to Treasurer.

Carry out other assigned responsibilities.

Term of office: Two years, beginning the first day of the fiscal year of odd-numbered years.

Timeline:

Monthly-confer with President about Guild operations and attend all required meetings.

Attend program committee meetings as called by the Program Chair.

Sep. - October, oversee collection of signed Conflict of Interest forms, sign conflict of interest form; review forms and send to Treasurer by October 15th. Any additional Conflict of Interest forms signed during the year will go directly to the Treasurer

Feb-Mar: Assist in the preparation of the program budget.

May: Have Conflict of Interest Statements signed by any persons nominated for elected office from the floor

Rev 11/14

Job Description for the Treasurer

Description: In addition to all responsibilities as a Director, the Treasurer shall serve as an officer of the Guild. The Treasurer shall be responsible for monitoring the receipt and disbursement of Guild assets, keep accurate accounts of all transactions, file required federal and state forms and report to the Board and membership on a regular basis.

Duties:

- Receive and deposit all funds from Guild activities.
- Disburse payments for approved Guild expenses.
- Report to the Board and membership at scheduled meetings.
- Monitor all accounts, including investments, keeping accurate records of all transactions [follow GAAP].
- File federal and state forms by respective deadlines.
- Chair the Audit/Finance committee which shall project annual operating expenses, prepare the annual budget, make policy recommendations and participate in the annual audit.
- Maintain good relationships with bank and insurance carrier.
- Liaison with WaFAC, Holiday Sale, Scholarship, Program, Library and Equipment chairs.
- Apportion interest income to Guild accounts as appropriate.
- Keep an inventory list of physical Guild assets.
- Submit an annual report.
- Provide information to President for the annual audit.
- Keep the completed Conflict of Interest Disclosure Forms.

Term of office: Two years, beginning in June of even-numbered years.

Timeline:

Monthly:

Receive and deposit funds generated from Guild activities, such as membership dues, workshop registration fees.

Disburse payments for expenses, such as rent, postal and speaker fees.

Communicate with committee chairs responsible for Guild accounts.

Present monthly report on financial activities to Board and/or membership.

July: Call Audit/Finance Committee meeting for annual audit.

July: Provide financial records to President for annual audit.

September: Notify membership of audit results. Begin preparing federal forms.

October: Submit Federal 990 by Oct. 15 [see attached “Schedule of annual government reports”]. Begin preparing state forms.

November: Submit all forms and payments required by NYS Char 010 by Nov. 30 [see attached schedule].

January: Contact insurance carrier regarding policy review and fees. Pay insurance premium.

January: Prepare and submit 1099 forms.

January: Call Audit/Finance Committee meeting to begin preparation of annual operating budget. Notify committee chairs to submit budget requests.

February: Prepare annual operating budget.

February: 1099 forms filed.

March: NYS sales tax form is filed.

April: Present proposed budget to the Board.

May: Call for acceptance of operating budget.

June: Present annual report.

SCHEDULE OF ANNUAL GOVERNMENT REPORTS

FEDERAL (IRS)

- 990EZ with Schedule A attached* Due every Oct. 15th No fees required
- 1099s filed in February

NEW YORK STATE

- CHARITIES BUREAU

“Certification/Transmittal Form” CHAR 010 with 990EZ (Schedule attached)

Due within 6 months after the end of each Fiscal Year (before Nov. 30th)

Payment of \$50 fee*** is required, check payable to NYS Department of Law

Our registration number 04-59-18 must appear on all documents.

CHAR 010 Form requires signatures of two officers.

- NYS Sales Tax filed and paid in March.

Notes:

- Both 990 Schedule A and Form 8734 require that a complete record be kept of donations by individual donor's name. This is done in the online accounting system.
- *** According to CHAR 023, \$50 is correct since WGR is registered under EPTL (Estates Powers and Trust Law) and our Net Worth does not exceed \$250,000. We qualify under EPTL because we “solicit contributions of less than \$25,000 and actually receive less than \$25,000 in contributions during a fiscal year”.
- The rules for the above reports and fees as well as the required forms can be downloaded from the internet.
- The Federal address is: <http://www.irs.gov/>
- The New York Charities Bureau address is:
<http://www.oag.state.ny.us/charities/charities.html>

The rules for the above reports and fees as well as the required forms can be downloaded from the internet.

The Federal address is: www.irs.gov

The New York Charities Bureau address is: www.oag.state.ny.us/charities/charities.html

Rev 10/7/15

Job Description Associate Treasurer

The Associate Treasurer will act as backup for the Treasurer, and become proficient in fulfilling the Treasurer duties.

- The Associate Treasurer will become familiar with the online accounting system and the processing of the Guild operating funds, i.e.: Scholarship funds, the Holiday Sale activities, WaFAC, annual budget preparation, and financial reporting including the various state and federal tax forms.
- Assist the Treasurer as needed.
- The Associate Treasurer will also act as backup for the Treasurer in handling banking activities when the Treasurer is not available.
- Associate Treasurer has access to the online accounting software and all financial records and accounts.

Oct 7, 2015

Job Description for the Secretary

Description: In addition to all responsibilities as a Director, the Secretary shall serve as an officer of the Guild. The Secretary shall be responsible for meeting notice, minutes, correspondence, Guild records, and any other assigned duties.

Duties:

Provide for notice of all meetings of the Board and membership and keep minutes of the same.

Distribute email copies of the minutes promptly to all Directors following each Board and membership meeting and hard copy to any Director without internet access.

Make previous meeting minutes available for review at regular membership meeting.

Minutes shall also be made available at reasonable times to any member who requests them.

Report any actions taken by the Board at the next regular meeting of the membership.

Maintain a file of Guild annual reports and minutes for seven years.

Coordinate with Archivist to maintain all other Guild records.

Provide for any correspondence as directed by the Board.

Term of Office: Two years commencing the first day of the fiscal year of odd-numbered years.

Timeline:

Monthly: Distribute minutes of meetings to Directors. Provide any needed correspondence.

May-June: Work with President and Program Chair to set up Guild calendar for next fiscal year.

June: Forward notebook/s over 7 years old to the archivist.

July: Notify newsletter editor and Web site manager of Guild calendar for publication.

August: Review annual records and file to archives as needed.

September – October: Sign Conflict of Interest Statement. Accept signed Conflict of Interest Statements and forward them to the Treasurer.

Rev. 5/4/16

Job Description for Past President/ Archivist

Description: The immediate past President shall serve as an ex-officio member of the Board and Executive committee.

Duties:

Assist the President and the Board in meeting the goals, purposes and needs of the Guild.

Offer opinions and an historical perspective regarding Guild governance.

Maintain the Guild archives in a location that is reasonably accessible to members.

Determine appropriate materials to be archived.

Collaborate with the Treasurer to select categories of financial documents to be archived as necessary for legal and tax purposes.

Supervise storage of all archival items over 7 years old.

Term of Office: Two years, immediately following term as President.

Timeline:

May:

1) Notify committee chairs to forward Guild History items such as images, articles, news clippings, and archival items

2) Notify President and Secretary to forward notebooks over 7 years old and Guild History items as enumerated above.

May-June: Obtain both copies of the President's Reference Notebook, update them, give one to the President and put the back-up copy in storage.

The archives should contain past annual rosters, copies of the newsletter, photographs and publicity about the Guild, its activities and members, as well as legal and financial documents held for permanent storage.

5/4/16

Job description for Directors of the WGR Board

Description: Directors serve as members of the WGR Board which has and exercises all power and authority to control the work and policies of the Guild. Directors are responsible for determining the mission and purposes of the Guild. They shall faithfully represent the vision and concerns of the membership. They are also responsible for the stewardship of the Guild including strategic planning and monitoring all Guild programs and services.

Duties:

Attend board meetings regularly: show independent judgment when voting, be informed about organizational activities, rely on trustworthy sources of information, delegate only to responsible individuals and follow up regularly.

Know the Guild's mission and purposes, strengths and needs.

Ensure effective organizational planning.

Ensure adequate resources.

Manage resources effectively.

Review Conflict of Interest policy yearly and submit signed Conflict of Interest statements to Treasurer by October 15.

Determine, monitor and strengthen the Guild's programs and services.

Enhance the Guild's public standing

Ensure legal and ethical integrity and maintain accountability.

Recruit and orient new board members and assess board performance.

Oversee fiduciary responsibilities:

Provide for compliance with required filings----Federal 990, NYS Charities Bureau, IRS non-profit report.

Ensure negotiations of rental contracts for the Church and WaFAC.

Term of office: Two years, beginning on the first day of the fiscal year in the year of election

Timeline:

May: Outgoing Board approves committee chairs appointed by the President and authorizes finance signatories to take effect June 1.

August: Review annual audit and authorize Program committee chair to negotiate contracts.

October: Approve appointment of a Director to the Nominating Committee.

Submit signed Conflict of Interest Statements to the Treasurer by October 15.

April: Approve budget for submission at the annual meeting.

Monthly: Monitor all committee operations.

Note: absence at three consecutive Board meetings may be reason for removal as a Director.

Guild Committees: General Information

The Guild provides for committees in Article VI of the bylaws. The Nominating and Executive committees are standing committees of the Guild. All other committees serve at the pleasure of the Board and are charged to perform delegated tasks for the Guild. The Chairs of all committees [except Nominating] are appointed immediately following the annual meeting. It is expected that the committee chair will serve for two years with yearly confirmation by the Guild President. Each committee Chair may appoint Guild members to serve on the committee unless the Board or bylaws have determined its membership. Special committees may be appointed by the Board at any time.

The committee Chair shall set a meeting schedule and notify members, determine agenda items and assign responsibilities as needed. The Chair shall keep the Board informed of its activities and is responsible for seeking Board approval for any significant action or expense not routinely assigned to the committee. Committee Chairs are encouraged to identify and nurture potential successors. The committee may recommend policies and procedures pertaining to its area for approval by the Board. Copies of any news releases should be sent to the Publicity Committee, the Newsletter Committee, and the Website Manager.

Committee Chairs are required to review Conflict of Interest Policy with their entire committee in September of each year and required signatories must sign the Conflict of Interest Statement and return it to the Vice President by October 15. In addition any committee member who self-identifies as having a potential conflict of interest, either financial or personal should also file a Conflict of Interest Statement.

Each committee should keep a notebook as detailed below of meeting minutes, inventory of Guild property, if applicable, and the procedures the committee follows. This notebook should be updated regularly and passed on to the next committee Chair. Any expense that the committee incurs should be submitted to the Treasurer for reimbursement following Guild procedures. Each committee is required to stay within its budget as approved in the annual budget; additional spending beyond the pre-approved budget and any contract that encumbers funds for the following fiscal year require prior board authorization. All committee Chairs are responsible for submitting a budget proposal for the annual operating budget planning in March and an annual report [3 copies] at the June annual meeting.

The chair of each committee is responsible for the completion of the following tasks, but may delegate the completion of tasks to other committee members.

- Maintain and store committee notebooks from the previous 7 years.
- Any documents with a \$ sign are to be saved for 7 years, as well as committee member rosters, meeting minutes, procedures, documents generated, WGR policies which particularly apply to the committee, correspondence, inventories of Guild property under the committee's supervision, and copies of signed contracts generated by the committee.
- Forward income to the treasurer promptly after it is received and processed.
- Forward contracts to the treasurer as they are signed, keeping a copy for the committee as needed.

- Yearly, in June, send images, articles, publicity, or other archival items to the archivist.
- Pass more recent notebooks (under 7 years old) to your successor if you are not continuing in your position.

5/4/16

Job Description for the Audit/Finance Committee

The Audit/Finance Committee shall consist of at least 5 members, to include:

- Guild Treasurer, who shall preside as Chair
- WaFAC Financial Manager
- Evening Meeting representative
- Holiday Sale Committee Treasurer
- Guild immediate past Treasurer
- Associate Treasurer
- Program Committee representative

Purpose: To oversee all financial operations of the Guild including WaFAC.

Duties:

Operate in accordance with the guidelines given in the “Guild Committees: General Information” section.

Oversee all Guild funds and transactions, including:

- Library, Membership, Program and Holiday Sale Funds
- All approved committee expenses
- Scholarships
- Grant applications and receipt of such
- Donations to the Guild

Review insurance policies and make necessary recommendations.

Ensure annual audit is complete and presented at August Board meeting..

Make recommendations prior to preparation of budget at February meeting, and monitor its implementation during the year.

Timeline:

July: Participate in the annual audit meeting.

September - October Conflict of Interest Policy is reviewed by all members and signed
Conflict of Interest Statements are sent to the Vice President by October 15 unless previously submitted through another Committee. (Review may take place by electronic means. Signed statements are in hard copy and must be either given to Vice President, left in the mailbox at the Weaving and Fiber Arts Center or mailed c/o V.P.

Feb: Meet to oversee the preparation of the
operating budget for the coming year.

Rev 10/7/15

Job Description for the Executive Committee

Purpose: To provide for the management of the Guild during intervals between Board meetings. It shall consist of the officers of the Board and the immediate past President.

Duties:

Act on business that comes before it.

*It has the full authority to act as the Board except as limited by the bylaws or other Board resolution.

Report any actions taken at the next scheduled Board meeting.

Term of Office: Two years as per the terms for each officer. [President and Treasurer commence in even years, Vice-President and Secretary commence in odd years.]

Timeline: To meet as needed when the President or other officer calls a meeting.

1/5/05

Job Description for Nominating Committee

The Nominating committee shall consist of at least four elected members and one Director other than the President appointed by the Board. At least one and no more than two members shall have served on the previous nominating committee.

Purpose: To nominate candidates for all elected positions on an annual basis. This includes positions for expired terms of Directors, Nominating committee members and any unexpired vacancy of a Director.

Duties:

- Operate in accordance with the guidelines given in the "Guild Committees: General Information" section.
- Designate a chair from among the committee members.
- Identify prospective candidates, provide them access to complete written job descriptions, and gain consent to serve. Each prospective committee chair will receive an electronic or hard copy of the Bylaws, Operating Procedures, and policies of the Guild.
- Nominate at least one member of WaFAC Management to the slate of Board candidates.
- Give each nominated candidate a copy of the Conflict of Interest Form, and request that the forms be given to the Treasurer at least one week before the election. Members nominated from the floor on the day of the election must complete the Conflict of Interest Form before presentation for election.
- Review Conflict of Interest Policy with committee members and transmit signed Conflict of Interest statements to the Vice President by October 15 of every year.
- Submit a list of nominees to the President and membership.
- Introduce the nominees at the meeting prior to their election.
- Provide a biography for inclusion in the pre-election newsletter.
- Orient elected Directors.

Term of office: one year

Timeline:

October: The Board appoints the final member of the committee.

Conflict of Interest Policy is reviewed by all members

January: The committee meets to designate a chair and determine all positions that will need nominations.

February - March: Identify and contact prospective candidates.

March: Submit list of nominees to the President. Request a biography of all Directors to be elected and submit to the newsletter Editor for inclusion in the April-May newsletter.

April: Introduce all nominees at the membership meeting for election and invite them to attend the next Board meeting.

May: Orient newly elected Directors.

Rev. 9/2/2015

Job Description for the Newsletter Committee:

The committee shall be chaired by the Newsletter Editor. Other members shall be appointed by the Editor to perform duties that ensure the efficient production of the Guild newsletter.

Purpose:

To provide timely information to the members of the Guild through **THE YARN** newsletter.

Duties:

Operate in accordance with the guidelines given in the “Guild Committees: General Information” section.

Compile information from appropriate sources (Guild members, Guild Board, other external sources) and edit for newsletter format.

Notify members of deadlines for newsletter items.

Prepare a sample for copying.

Arrange for copying and mailing/emailing of all newsletter materials.

When possible, request samples or visual representation of woven material for inclusion in *The Yarn*.

Secure mailing labels from the Membership Chair.

Assure all postal rules and regulations are followed in preparing and mailing the newsletter.

Recommend fees for paid advertisement.

Solicit and receive advertisements.

Accept ad payments and forward to the Guild Treasurer.

Coordinate all communications with Publicity and Website Manager.

Coordinate with the Membership Committee for the printing and distribution of the Roster in the October *The Yarn*.

Timeline:

The newsletter is issued five times per year, in September, November, January, March/April, and May/June. For each issue:

Notify members of newsletter deadline which shall generally be the Friday following the Guild meeting in the months of August, October, January, March and May.

The Newsletter Editor receives materials from the President, appropriate committee Chairs (including Guild officers, Membership, Program and others), from volunteer reporters, and from those desiring to advertise.

The Editor arranges this material in newsletter form, suitable for copying on 8.5” X 11” standard papers.

The prepared copy is sent to the printer, and picked up from that location when copying is complete.

Preprinted mailing labels are secured from the Membership Chair.

The copies are folded, sealed, addressed, prepared and mailed.

Payment is arranged with the Guild Treasurer for all expenses incurred, including copying and mailing.

The Editor may solicit and receive advertising for materials or services, and for ‘want ads’ for individual member sales of services, equipment or materials.

September - October Conflict of Interest Policy is reviewed by all members **10/7/2015**

Job Description for the Website Manager

Purpose: To provide ongoing public access to information about Guild programs through the internet, and to provide member-limited access to additional Guild information.

Duties:

Maintain a current web page of Guild and WaFAC activities, including program schedule and class listings.

Publicize Guild activities online, via local calendars, search engines and fiber related websites.

Investigate, develop and implement changes, enhancements and upgrades to the website as needed.

Provide member access to Guild documents such as the Bylaws, Operations Manual, Guild Newsletter, and Library Catalog.

Coordinate all communications with newsletter Editor and Publicity Chair.

Attend WaFAC management team meetings and Board meetings as needed.

Timeline:

Monthly:

Confer with appropriate persons about Guild activities for posting on the website.

Attend all WaFAC committee meetings.

Attend Board meetings as needed.

September - October Conflict of Interest Policy is reviewed.

Feb-Mar: Notify Treasurer of any budget requests for inclusion in the annual operating budget.

Rev 9/2/15

Job Description for the Publicity Committee

The committee shall consist of a Chairman and other members as appointed.

Purpose: To inform the community of Guild meetings, workshops and Weaving & Fiber Arts Center classes via the media and website.

Duties:

Operate in accordance with the guidelines given in the “Guild Committees: General Information” section.

Keep the community informed of the activities of the Guild.

Maintain a list of publications, TV and radio sources that will publish/broadcast such information, including current criteria for each source.

Maintain a list of regional fiber arts groups and contacts. Circulate the list to the following committees: Publicity, Fiber Sale, Program, WaFAC Publicity, Education and Outreach, and Membership.

Send meeting announcements to public calendars of local media outlets.

Coordinate publicity efforts with Chairs of Program and Fiber Show committees, workshop coordinator and the WaFAC publicity person.

Coordinate communications with Newsletter and Website Manager.

Arrange for printing of brochures and other print material as needed

Coordinate with the Newsletter and current Program Committee, WaFAC, and Fiber Sale and Show Committee for Programs and Special Events to determine content of tri-fold.

Coordinate with the Newsletter to print the tri-folds.

Timeline:

September: Encourage members to post brochures in public places such as the county libraries. Coordinate with Program Chair to publicize the planned Guild programs.

September - October Conflict of Interest Policy is reviewed by all members

October: Meet with WaFAC publicity person to determine advertisements and media calendar postings. Send announcements as per deadlines.

March: Submit budget request to Finance committee.

June: Submit annual report.

7/28/08

Job description for Membership Committee

The Membership committee shall consist of the Membership Chair or Co-chairs and members of the hospitality team.

Purpose:

To maintain a current roster of Guild members and nurture member relations.

Duties:

Operate in accordance with the guidelines given in the “Guild Committees: General Information”

Maintain a comprehensive list of all committee members.

Maintain a roster of current members and certify quorums for meetings.

Accept membership renewals and forward all receipts to the Treasurer.

Keep nametags, membership applications and materials at meetings.

Provide new members with a welcome packet [welcome letter, Guild history, description of membership benefits, scholarship information, Holiday Sale information and the latest newsletter.]

Produce mailing labels or email addresses for Guild mailings, especially the newsletter.

Provide membership cards as available.

Revise membership materials and surveys and disseminate information to interested parties.

Provide hospitality at Guild meetings.

Send messages of congratulation, good wishes or condolence to members as occasions merit.

Seek Board approval of policies and procedures as needed.

Report membership numbers at meetings.

Submit an annual report.

Timeline:

June-September: Receive membership forms and dues. Forward receipts to Treasurer.

Update nametags, roster and mailing list. Send new email addresses and changes to webmaster. Add email addresses to the All-Guild email list.

August: Report membership status to Board. Send emails to delinquent members and ask for volunteers to contact them about renewal. Provide officers and chairs with information about volunteer and fiber interests from the survey on the membership forms. Provide mail labels or email addresses for September newsletter, identifying “not renewed” on mail label or accompanying email as a renewal reminder.

September: Report membership numbers, including final renewal reminder for inclusion in the annual roster. Provide meeting hospitality. .

September-October: Conflict of Interest Policy is reviewed by all members

October: At board meeting, verify names, phone numbers of Directors and Committee Chairs for the roster. Provide roster and Officers’ Cover Sheet to the Newsletter Editor for inclusion in The Yarn.

November – April: Report at meetings. Provide hospitality [hot water, coffee, tea, sugar].

Maintain supplies. Send any “sunshine” messages as identified. Prepare mail labels or email address lists for Nov., Jan., Mar. and May newsletters.

May: Include new membership form in newsletter.

June: Prepare annual report. Provide for transition to next membership year.

Board 9/2/2015

Job Description for the Equipment Committee

The committee shall consist of the Equipment Chair and other appointed members.

Purpose:

To promote the study of weaving and fiber arts by providing equipment for rental by Guild members.

To maintain an inventory list of Guild rental property.

Duties:

Operate in accordance with the guidelines given in the “Guild Committees: General Information” section.

Maintain a current inventory of equipment available for rental.

Be responsible for maintenance, loan scheduling and collection of rental fees for all equipment.

Send all collected receipts to the Treasurer.

Keep an inventory list of Guild assets. Work with the Finance committee to set equipment values and update annually.

Recommend rental fees for Board approval.

Keep accurate records of rentals and receipts.

Submit an annual report including records of rentals and receipts.

Timeline:

Monthly: Rent equipment as requested. Maintain equipment in working order. Update inventory list.

September - October Conflict of Interest Policy is reviewed by all members.

Rules:

Use of equipment is limited to Guild members. [Newsletter subscribers may not rent equipment].

Arrangement for equipment pickup, return and rental fee shall be made with the Equipment chair.

Loan periods shall not exceed 30 days unless special arrangements are made.

Members are responsible for maintaining equipment during use and should report any problems or repairs to the Equipment chair.

List of equipment can be found on WGR website or obtained from the Equipment Rental Committee Chair

9/2/2015

Job Description for the Program Committee

The Program committee shall consist of at least five members to include the Chairs, the Guild vice-president, a past program chair, and a member-at-large. The Chair or co-Chairs shall serve a two year term: the first year as a planning year and second year for presentations. The terms will overlap with the current Chairs responsible for presentation. Chairs shall keep the Board and membership informed of program plans.

Purpose: To plan and implement the Guild's monthly programs and scheduled workshops.

Duties:

Operate in accordance with the guidelines given in the "Guild Committees: General Information" section.

First Year:

Gather ideas for possible programs and workshops.

Contact speakers and teachers about offerings, fees and availability

Determine program schedule for the next fiscal year.

Request board motion for authorization to offer and sign any contracts beyond the current Fiscal year.

Establish a projected budget for operating budget by March.

Negotiate contracts for all presenters.

Arrange for rental contract with church and other needed facilities.

Second Year:

Set appropriate fees for workshops. Arrange for publicity, including Guild website and newsletter, as well as other media outlets.

Arrange for meeting speaker and introduce him/her to members.

Assign workshop coordinator to handle arrangements for workshop, including registration and correspondence with participants about any required preparations and materials.

Co-ordinate with and report all program expenses to Guild Treasurer.

Provide set-up plan to church at least a week prior to meeting and do site arrangement, including AV and clean-up.

Correspond with all presenters before events and do any follow-up, including thank yous to speakers and volunteers.

Ensure that a workshop resource is provided to the library.

Submit an annual report for the program year.

Timeline:

First year responsibilities

Aug: Meet to begin planning Program year for next fiscal year.

Sep—Dec: Contact potential speakers and teachers to receive information for planning and budget purposes.

September - October: Conflict of Interest Policy is reviewed by all members and signed
Conflict of Interest Statements are sent to the Vice President by October 15 unless previously submitted through another Committee. (Review may take place by

electronic means. Signed statements are in hard copy and must be either given to Vice President, left in the mailbox at the Weaving and Fiber Arts Center or mailed c/o V.P.

- Jan: Meet to approve program. Present proposed programs, speakers and preliminary budget for Board approval. Seek Board approval to offer contracts to speakers and presenters.
- Feb: Submit a proposed program budget for the Guild's operating budget. Send contracts to presenters
- April: Meet with President and Secretary to set Guild calendar for the following year. Secure calendar dates at the church for the program year and confirm rental fees. Arrange for other facilities if needed.
- May: Determine workshop fees for upcoming workshops. Submit announcements for fall programs and workshops to the Newsletter Editor, Website Manager, and Publicity Chair.

Second year responsibilities:

- For each program: Provide setup plan to church office 2 weeks prior each meeting. Report program expenses to treasurer and ensure all disbursements are made for speaker and rent. Correspond with speaker to ensure transportation and site requirements are met. Provide publicity pieces for upcoming programs to meet newsletter deadlines and website requirements. Announce upcoming programs at Guild meetings.
- For each Workshop: Assign a workshop coordinator who will assist the presenter and accept registrations and fees. Coordinator shall prepare a list of participants and correspond with them regarding all workshop requirements. Arrange workshop site and assign a person to write a report for the newsletter. Do site cleanup at close of workshop. Do any follow-up with presenter and participants. Write thank you notes to hospitality and potluck hosts. Provide a copy of resource material for the Guild library.
- September - October: Conflict of Interest Policy is reviewed by all members and signed Conflict of Interest Statements are sent to the Vice President by October 15 unless previously submitted through another Committee. (Review may take place by electronic means. Signed statements are in hard copy and must be either given to Vice President, left in the mailbox at the Weaving and Fiber Arts Center or mailed c/o V.P.)
- May: Announce annual picnic plans.
- June: Do setup for sale and picnic. Submit an annual report for the program year just ending.

Job Description for the Scholarship Committee

Membership: 5 Guild members, chosen at large. A quorum is 3 of the 5 members. Members will serve two year, staggered terms during which time they will not be eligible for a scholarship.

Purpose: To provide financial assistance to members who wish to enlarge their knowledge of fiber arts through classes, conferences, or individual or group study that will enhance the knowledge base of the Guild.

Duties: To review scholarship applications and accept or reject them. The committee may vote, but usually arrives at a decision by consensus. The chairperson is responsible for receiving the application, informing the other members, coordinating discussion and decisions, and informing the applicant. She is also responsible for keeping a financial record of the fund, which has two parts, one for experienced weavers and one for “novice” weavers, i.e., those weaving five years or less.

Time Line: The committee meets as necessary, when applications are received. Much business can be done by email or phone.

October of each year, every member of the committee must sign a Conflict of Interest Statement and these statements will be turned in to the Vice President.

9/2/2015

Job Description for Library Committee

The Library committee shall consist of the librarian, who shall serve as Chair, and any other appointed members.

Purpose:

To promote the study of weaving and related fiber arts by providing resource materials in the form of books, magazines, woven samples, workshop notebooks, videos, audio cassettes, photographs and slides.

Duties:

Operate in accordance with the guidelines given in the “Guild Committees: General Information” section.

Manage the library, making the collection available to members at regular Guild meetings.

Purchase and catalog all materials, accept gifts and monitor all borrowed material.

Keep accurate records of library account and report information to the Guild Treasurer, including all activity.

Notify members of new acquisitions at the meeting and/or in the newsletter.

Provide for sale of duplicate materials to benefit the library or other Guild fund, as per Guild policy regarding non-cash donations.

Maintain a list of current members with access to library materials.

Submit an annual report to the President.

Timeline:

September - October: Conflict of Interest Policy is reviewed by all members

September – May: Open the library cases at Guild meetings. Collect and check out materials. Highlight new additions to the library.

Rules:

Use of the library is limited to current Guild members in good standing.

Newsletter subscribers may not check out materials.

Circulated items will be loaned for one month or until the next Guild meeting.

Abuse of library privileges shall be handled by the committee. Unresolved concerns shall be referred to the Board.

9/2/2015

Holiday Sale Committee

The committee shall consist of a Chairman and other appointed members.

Purpose: To present hand-woven textiles and other fiber arts to the public; to encourage the exploration of techniques by Guild members; to present textile work for sale to benefit members and/or the Guild.

Duties:

Operate in accordance with the guidelines given in the "Guild Committees:

General Information" section,

Create a format in which hand-wovens and other fiber arts can be presented in a location accessible to the public.

Develop a team to carry out the task.

Determine policies and systems for the event.

Request Board authorization for contracts that encumber funds for the following fiscal year prior to the approval of the next year's budget.

Holiday Sale Treasurer: Keep accurate records of information and receipts; report to Guild Treasurer and attend Finance meetings.

Timeline:

September - October: Conflict of Interest Policy is reviewed by all members and signed
Conflict of Interest Statements are sent to the Vice President by October 15 unless previously submitted through another Committee. (Review may take place by electronic means. Signed statements are in hard copy and must be either given to Vice President, left in the mailbox at the Weaving and Fiber Arts Center or mailed c/o V.P.)

Invite members to participate on an event planning committee 10 to 12 months before the event. Designate one member as a treasurer.

Identify a site suitable to the purpose.

Create policies for member participation and prepare prospectus, registration forms, inventory forms and hangtags

Create Guidelines for the use of potential Sale vendors

Publish all Holiday Sale forms on the website

Identify jobs, timeframes for assistance by Guild members [3-4 mos. prior]

Plan for advertising including postcard and posters

Month of Show

- Receive and screen work for show.
- Prepare appropriate display pieces and display accessories.
- Schedule and inform members of time assignments for assisting during the event.
- Advertise as planned.

Day of Show

- Transport work and display furniture to show site.
- Prepare display site and sales area.

End of show

- Repacks work, transports back to staging area, along with display items.
- Rechecks all figures and prepares unsold work to be returned to owners.
- Holiday Sale Treasurer works with Guild Treasurer to verify amounts due to members.
- Guild Treasurer: makes all deposits, checks all figures and issues checks to members within 30 days of sale; completes and submits NYS sales tax in following March.
- Final report: should include number of participants; number and gross amount of sales; net receipt to Guild or Fiber Show account; written description of type and character of Show/sale for future reference.

9/2/2015

Education and Outreach Committee

The committee shall consist of the Education and Outreach Chair and other appointed members.

Purpose:

To promote the study of weaving and fiber arts through community demonstrations and other Public events.

Duties:

Operate in accordance with the guidelines given in the “Guild Committees: General Information Section.

Serve as the liaison from the Guild to community groups requesting information and/or participation at festivals, schools, etc.

Create and maintain a list of members who are willing to volunteer for outreach activities.

Recruit Guild members to meet requested demonstration needs.

Update the Guild membership as to the status of each request and whether there is a volunteer to cover it (via Email, etc.).

Communicate with community groups and report to the Board as needed.

Notify or meet with Publicity, Newsletter, and Website to publicize scheduled Outreach events.

Coordinate with Publicity to access and update the list of fiber groups and contacts.

Timeline:

Monthly:

Receive requests from the President or other members of events or opportunities that the Guild might pursue.

Contact community groups that request Guild demonstrations, and provide the contact information to volunteers.

Yearly:

March-Submit budget requests.

June-Submit Final Report.

September - October: Conflict of Interest Policy is reviewed by all members

10/7/15

WGR Evening Meeting Committee

Chair Position Description (responsibilities can be shared)

Evening Guild Gatherings: Designed for Guild members and friends who are unable to attend the regular monthly morning meetings, and/or for any interested parties. The gatherings consist of a brief summary/report from the regular monthly Guild meeting, a program, presentation, demonstration or discussion on a variety of fiber arts topics, and 'show and tell' of participant projects. Usually held the first Monday *following* the regular guild meeting at WAFAC, 7- 9 p.m.

Co-chair responsibilities

Planning/Scheduling:

- Gather input from participants on topics for upcoming meetings
- Develop a schedule which represents a variety of fiber arts topics

Collaboration:

- Collaborate with the WGR Program Committee whenever possible
- Collaborate with WaFAC as to scheduling and programming of meetings.
- Plan Evening meetings in support of WGR activities when appropriate
- Connect with Guild secretary for a meeting summary to present at the evening gathering

Communications:

- The Yarn: send the schedule of activities with a brief description to the editors each month prior to the deadline for submissions
- The Website: send the same info to the website administrator monthly
- Email: send a Guild-wide email announcing the agenda for the coming meeting, on or about the first Monday of each month
- Email: send a targeted email to gathering attendees regarding the agenda, on or about the first Monday of each month
- Send reminder emails as the meeting date approaches

Facilitation:

- Open WAFAC for the gathering, and assure the facility is secure at all times
- Provide name tags and a sign-in record of attendees
- Provide a brief summary of the monthly guild meeting
- Coordinate with any guests for demonstrations, videos, speakers, etc.

Documentation:

- Maintain a binder with all Evening Gathering communications, including agendas, schedules, attendees, minutes
- Prepare a brief summary of each gathering for the binder and also for the Guild secretary
- Maintain a targeted email group of regular gathering attendees

Miscellaneous

Current chair/s will commit to continue as chair or withdraw by April 1 and will encourage participation of Evening Meeting Guild Members in anticipation of identifying future Chairpersons

- Review Committee Chair Position Description annually
- Review Conflict of Interest Policy with committee in September of each year

Finance:

- Maintain clear records of any evening gathering expenditures
- Follow WGR expense and budget procedures, including use of tax exempt certificates

Review Conflict of Interest Policy with committee in September of each year.

Bd. 10/7/15

WaFAC Committee

Management Team Description and Responsibilities

The Weaving and Fiber Arts Center (WaFAC) Committee shall consist of the WaFAC Management Team:

Core Managers (4)

- General Coordinator
- Class Planner (1)
- Financial Manager
- Registrar (1)

A Class Coordinator or 2nd Registrar will substitute if the first named is unavailable to meet.

Class Coordinators: currently 3 volunteers who assist the Class Planner and share responsibilities according to the Class Planner's needs

Site Manager

Inventory Manager

Publicity Coordinator

Website Manager

Names of the Core Managers will be approved by the Board at the Annual WGR Meeting.

The Core Managers may make decisions deemed necessary during intervals between Management meetings.

No Guild member while serving on WaFAC Management can be an instructor at the Center. Instructor assistance and involvement with WaFAC sub-committees is welcomed.

Responsibilities:

- Provide for the management and operation of the Weaving and Fiber Arts Center.
- Operate in accordance with all guild policies and guidelines given in the Guild Operations Manual.
- Plan and implement the operations of WaFAC on an annual basis.
- Perform all duties as outlined in the ***WaFAC Current Policies, Procedures and Forms for Management and Instructors.***
- Report highlights of activities to the Board and membership at their scheduled meetings.
- Seek Board approval of policies, procedures, and expenditures.
- Designate a committee member or members to represent WaFAC on the location search/lease negotiation committee. (Subject to Board approval)
- Attend WaFAC meetings.
- Recruit new WaFAC Committee members.

Timeline:

- Monthly: Report highlights of Center's activities to Board and/or membership.
- September - October: Conflict of Interest Policy is reviewed by all members and signed. Conflict of Interest Statements are sent to the Vice President by October 15 unless previously submitted through another Committee. (Review may take place by electronic means. Signed statements are in hard copy and must be either given to Vice President, left in the mailbox at the Weaving and Fiber Arts Center or mailed c/o V.P.)
- February: Project budget for next WGR fiscal year.
- March: Submit budget to Finance Committee for inclusion in WGR operating budget.
- June: Submit an annual report [3 copies].

The success of the Weaving and Fiber Arts Center depends on individuals who support and further our mission statement: "enhancing lives through study and creative expression in weaving and fiber arts."

5/4/16

Weaving and Fiber Arts General Coordinator Job Responsibilities

Overview

Responsibilities:

- Plan, administer and coordinate efforts among all members of the management team.
These may include the following:
 1. Plan and facilitate meetings of Management Team and sub-committees.
 2. Meet individually with other coordinators to set timelines, determine goals, and attend to details of classes/workshops, registration, finances, inventory, site management, and website.
 3. Meet in small groups to coordinate details/plans. (i.e.. class schedule, finance & computer programming)
 4. Work with Guild Publicity Coordinator to publicize WaFAC events.
 5. Communicate with Landlord and WGR President regarding facility maintenance and repairs according to the terms of the existing lease.

Communicate with the WGR Board:

- a. Communicate with WaFAC appointed liason to the Board regarding WaFAC issues.
- b. Write an Annual Report with copies to: WGR President, WGR Secretary, the Library and WaFAC. Obtain and include reports by the Financial Manager, Class Planner/Coordinator, and Registrars
- c. Remind those on WaFAC Management to update, if needed, their responsibilities for the WGR Operations Manual in January of each year and bring changes to the WGR Board for approval.

Communicate with the WGR Guild

- a. Share WaFAC information at the Guild meetings In conjunction with Class Planner.
- b. Appoint volunteers to set up a display at Guild meetings that informs membership of classes offered at WaFAC including samples of class projects provided by teachers
- c. Provide articles for the *The Yarn* to keep membership informed of WaFAC happenings.
- d. Send information to membership via all-Guild e-mail and website.

Work in conjunction with all members of the WaFAC Management Team

Actively seek interested volunteers to assist with the work of the Center.

Consult with and assist WaFAC chairpersons and coordinators when it is necessary to fill a Management or volunteer position. (Many positions profit from job sharing.)

Review job satisfaction with committee members on an annual basis.

Encourage and consider ideas from Guild Members and students as to ways to improve offerings and procedures of WaFAC.

WaFAC Financial Manager

Purpose: The Financial Manager is responsible for handling all financial transactions for the Weaving and Fiber Arts Center.

Duties:

- Keep accurate financial records.
 - Regularly compare online registration program credit card registrations against the online processing web site to determine credit card batch deposits to the WaFAC checking account. Record the deposits in online accounting program.
 - Apply registration payments after checks are recorded in by the registrar, deposit checks, and record .
 - When classes are cancelled or students drop a course, either refund fee, apply towards new class, or hold until student specifies new course registration.
 - Monitor student credits and work with Registrars to apply credits in online registration program toward new course registrations.
 - Record Gift Certificate purchases in online registration program
 - Pay bills and fees on a timely basis.
 - Pay instructor fees when payment has been authorized and in accordance with Instructor Contract.
 - Reimburse WaFAC Management Team members for WaFAC expenditures for miscellaneous WaFAC expenses within approved budget guidelines.
 - Record financial donations and send acknowledgement letters.
 - Collect and deposit cash collected at the Center from treat funds, copier and phone use and deposit.
 - Prepare bank reconciliations.
- Provide financial reports and data as needed
 - At month end, provide Profit and Loss Statement and Balance Sheet to WaFAC General Coordinator and WGR Treasurer.
 - At month end, update an analysis of the income from classes during that month to the expenses for the month in order to track profitability.
 - Provide other reports and data as needed by WaFAC Management Team and WGR.
- Participate in yearly budget procedure with WaFAC Management Team, Finance Committee and WGR Treasurer
- Participate in annual preparation of 1099s for Instructors.
- Coordinate Insurance coverage for the Center with WGR Treasurer and in accordance with lease requirements.

Class Planner/Class Coordinators' Job Description

Purpose: Make arrangements for classes to be taught at the Center by contacting teachers; create and distribute a class schedule brochure and website; create and manage documents that support class coordination and marketing.

NOTE: Class coordination responsibilities can be shared by more than one person. Class Coordination is currently managed by many volunteers sharing the following responsibilities:

- Contacting of Instructors and planning class schedules,
- Creating Google calendar and class calendars for instructor/ student reference,
- Preparing and emailing Agreement to Provide Instructional Services,
- Preliminary approval of instructor pay,
- Scheduling use of WaFAC space,
- Proofreading brochure and online courses.
- Organizing class photos,
- Managing online preparation and proofing, organizing and preparing bulletin boards, open house signs, holiday sale signs and class displays.
- Creating WaFAC Brochure, printable copy, and PDF for website;
- Creating and sending out e-blasts to promote classes.
- Sending information and photos received from Class Coordinators to Web Master .

Class Planner's Responsibilities:

- Serve as teachers' primary point of contact with the Center.
- Act as liaison between teachers and the WaFAC Management.
- Create a spreadsheet with teacher contact information for WaFAC Management use.
- Create a spreadsheet with Management Team contact information.
- Respond to teacher questions and suggestions. Resolve conflicts between competing interests.
- Initiate contact with potential new teachers; schedule Center "tours" with Site Manager.
- Provide WaFAC Policies for Instructors form to all new instructors.
- Communicate with all teachers to explain WaFAC policies and procedures.
- Send/receive Agreement to Provide Instructional Service form.
- Handle pay negotiations in conjunction with the General Coordinator.
- Collect and review course evaluations and communicate comments to instructors.
- In conjunction with the General Coordinator, initiate appropriate response when a teacher cancels a class, fails to show up, or fails to perform adequately.
- Make arrangements for courses to be taught at the Center.
- Work with Guild management team members to maximize ideas for classes from outside instructors.
- Solicit course proposals from existing teachers. Discuss and refine course ideas and scheduling with teachers, encouraging creativity and submission of new courses.
- Maximize use of Center time and space.
- Create a Course Calendar accessible to WaFAC Management.
- Replenish all forms for students' use at Center.
- Review complete content of the courses offered in each 4-month session with the General Coordinator.
- Review all information in brochures, e-blasts, YARN, pamphlets, and website with General Coordinator.
- Proofread the brochure with Class co-coordinators and General Coordinator, editing course descriptions and layout in conjunction with co-coordinators.
- Expand and improve WaFAC courses in new fiber arts techniques, topics, and presentation methods.
- Approve instructor pay in conjunction with General Coordinator when Financial Coordinator initiates payment twice a month.
- Assist Registrars when decisions need to be made regarding whether a class should

run when enrollment minimum has not been reached.

- Create printable brochure of courses including layout of text and artwork.

Timeline:

3 WaFAC Course Schedules.

- Fall Schedule Sept. - Dec. Course number 3
- Winter Schedule Jan. - April Course number 1
- Summer Schedule May - Aug. Course number 2
- December/January, April/May, August/September:
- Send request for proposals and begin course calendar.
- Assist teachers in planning offerings.
- Arrange requested courses.

February, June, October:

- Complete course calendar.
- Begin brochure layout and class list.
- Assist teachers in defining courses.
- Coordinate with digital photographer.
- Look for gaps in offerings; find teachers and topics to fill.
- Enter courses in website software.

March, July, and November:

- Complete brochure layout and class list
- Coordinate with 3-4 copy-editors.
- Work with printer on price, quality, and turn-around.
- Oversee printing and preparation for mailing of brochure

Class Coordinators' Job Responsibilities:

- Create printable brochure of courses including layout of text and artwork.
- Collaborate with Guild Membership mailing list person and WaFAC Management to determine number of brochures to print.
- Oversee duplication for printed brochure by working with printer on price, quality, and turn-around.
- Manage brochure preparation and mailing.
- Coordinate with Class Planner and Co-coordinators regarding timing considerations for publicity prior to each brochure release.
- Create e-blast announcements of course offerings and other WaFAC activities, as requested.
- Provide the Webmaster with brochure text, PDF file. Create and manage documents that support class coordination and marketing.
- Create student email lists according to topic of interest for "target" advertising.
- Collect samples of course projects and photos to be used for publicity on website and displays at Guild meetings.
- Provide digital photos to webmaster
- Collect and label all class photos provided by instructors. Download each sessions' photos on thumb drives and share with Co-coordinators. Take photos of instructors' samples, if needed, and WaFAC classes and events.
- Coordinate preparation of WaFAC bulletin boards to be displayed soon after registration has started, and displays and posters for open houses.
- Provide class photos to Guild representative for Guild meetings.
- Proof website software to determine if photos have been appropriately inserted for all classes; proof website instructor page and open studio/open house page.
- Replenish all forms for students' use at Center.
- Proofread the brochure and website with Class Planner and General Coordinator.

9/2/15

WaFAC Registrar(s) Job Description

The Registrar's general responsibilities are to:

- record and monitor all class registrations and payments, whether sent electronically through Pro- Class or received on paper at WaFAC.
- communicate with instructors, students, and WaFAC management about enrollments, including confirmed and cancelled classes.
- maintain paper and electronic records of enrollment data for the three brochure periods per year..
- Specific tasks of the Registrar include:
- Monitor daily registrations in the online registrations database for three brochure periods of classes per year.
- Check WaFAC regularly for paper registration forms and payments. Deliver payments received to WaFAC Financial Manager and enter registration data in online registration database. Notify WaFAC Financial Manager and Co-Registrar by email notification of paper registrations.
- Maintain list of students' emergency contact information and update periodically. Inform teachers of the location of this information.
- Notify students and teachers of courses confirmed to run, and cc WaFAC Site Manager and General Coordinator.
- Send a class list to the teacher at least one week prior to first class meeting.
- Consult with the Class Planner, Co-Registrar, and General Coordinator before cancellation of a class that is close to the minimum enrollment. An exception to the minimum enrollment for a class requires General Coordinator's approval.
- For under-subscribed courses, send teacher and students cancellation notices 7 days before class meeting or as otherwise arranged. cc Treasurer, Site Manager, Class Coordinator, and General Coordinator.
- Monitor wait-listed students. Contact wait-listed students when openings occur and assign them to classes as appropriate. Remove students from wait list once the course has begun.
- In coordination with the Treasurer, assist in applying course credits / Gift Certificate credits when appropriate.
- Monitor and respond to registrar webmail.
- Prepare and distribute reports for monthly management-team meetings as needed.
- Collect data for year-end report including: number of classes run, number cancelled, number of students in attendance, and the number of new vs. returning students.

10/7/15

Site Manager Job Description

Duties:

Arrange for cleaning of the Center regularly following a checklist of the routine

Arrange for a substitute (approved by the General Coordinator) when necessary

Maintain stock of cleaning supplies and equipment, paper goods, and beverage items, i.e. coffee, tea, sugar, candy, plastic spoons, coffee cups, etc.

Restock supplies for refrigerator, bathroom, coffee station, etc.

Oversee appropriate storage of equipment in bathrooms & instruction area

1/6/16

Inventory Manager Job Description

Duties:

Maintain, update, and organize the current list of inventory and provide copy for General Coordinator and Class / Program Coordinator. Updated inventory list should be available on the Center's computer and in the Emergency Contact Folder.

Contact volunteers who have agreed to help with pick-up and delivery of donated items.

Receive, mark, and place donated items in classroom.

Notify WGR Treasurer of donations to WaFAC so that contributions will be acknowledged with non-profit information included

Organize and oversee an annual inventory at the Center and provide electronic and/or hard copy to WGR President.

Include tech inventory w/serial #s brand name, model & software

Respond to Archivist's requests

10/7/2015

WaFAC Display Coordinators Job Description

Duties:

Organize and oversee the WaFAC display of class descriptions and samples.

Contact teachers 2 weeks prior to Guild meeting to bring their samples. Be responsible for storage of all samples until teachers need them for their classes

10/7/15

POLICIES AND PROCEDURES

All Guild Policies

WEAVERS' GUILD OF ROCHESTER CONFLICT OF INTEREST POLICY

Adopted: September 2, 2015

Background

Weavers' Guild of Rochester (the "Corporation") is an organization subject to the New York Not-for-Profit Corporation Law with respect to its governance, including dealing with conflicts of interest. The Nonprofit Revitalization Act of 2013 imposes several new requirements with respect to conflicts of interest, in addition to the judge-made common law which deals with these concerns.

Additionally, the Corporation is an organization described in Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code of 1986, as amended (the "Code"), and so is subject to the requirements of Code Section 4958 with respect to various dealings with disqualified persons.

The directors and officers of the Corporation are responsible for upholding a public trust. We are called to a higher standard of stewardship in order to meet the special privileges that our tax-exempt status allows. The action of the directors and officers should meet or exceed these higher standards rather than only minimally satisfy the requirements of tax-exempt status. Areas of behavior to be avoided include personal conflicts of interest by directors and officers, their families and business associates, questionable investments, improper treatment of consumers, improper use of funds raised (especially for personal remuneration), failure to meet legal requirements and similar offenses or the appearance of these.

The Corporation has adopted the following policy designed to avoid any possible conflict between the personal interests of directors, officers and designated Key Persons and the interest of the Corporation. The purpose of this policy is to insure that decisions about Corporate operations and the use and dispositions of Corporate assets are made solely in terms of benefits to the Corporation and are not influenced by any private profit or other personal benefit to the individuals affiliated with the Corporation who take part in the decision.

In addition to actual conflicts of interest (as defined by this policy), directors, officers and employees are also obliged to avoid actions that could be perceived or interpreted to be in conflict with the Corporation's interest. While these situations are not specifically covered by this policy, such individuals should disclose these situations as they arise for consideration by the Board, committee or individuals reviewing the matter to determine whether the individual should be recused from deliberations and voting.

This Conflict of Interest Policy (the "Policy") is intended to contain in a single policy the relevant legal rules and best practices which govern the Corporation and its handling of conflicts of interest which include related party transactions as defined under the New York Not-for-Profit Corporation Law. No policy can anticipate the fullest range of factual circumstances which may entail a conflict of interest. Accordingly, it is important to interpret and apply this Policy in a way which best assists the Corporation's governing Board and others in meeting their obligations under the law. Questions arising under this Policy should be forwarded to the Board for consideration and resolution.

Who is subject to this Policy?

Any person who is a Related Party is subject to this policy. Related Party is defined as the following:

(1) Any individual who currently serves in the following capacities:

- (a) a voting member of the Board of Directors of the Corporation or any Affiliate of the Corporation;

- (b) an officer of the Corporation or any Affiliate of the Corporation, including, but not limited to (i) a President and any other individual who has ultimate responsibility (individually or shared) for implementing the decisions of the Board or for supervising the management, administration, or operation of the Corporation; and (ii) a Treasurer, Chief Financial Officer and any other individual who has ultimate responsibility (individually or shared) for managing the finances of the Corporation; or
- (c) a Key Person of the Corporation or any Affiliate of the Corporation.

(2) Any Relative of those persons listed in (1) above. A “Relative” includes: spouse; domestic partner as defined in New York Public Health law Section 2954-A; ancestors; brothers and sisters (whether whole or half-blood); children (whether natural or adopted); grandchildren; great-grandchildren; and spouses of brothers, sisters, children, grandchildren, and great-grandchildren.

Key Person includes any person who currently serves in a position to exercise substantial influence over the affairs of the Corporation. Facts and circumstances indicating that a person in a position to exercise substantial influence include, but are not limited to the following:

- the person has or shares authority to control or determine a substantial part of the Corporation’s capital expenditures, operating budget, or compensation for contractors;
- the person manages a discrete segment or activity of the Corporation that is a substantial part of the Corporation’s activities, assets, income, or expenses;

Facts and circumstances indicating that a person is not a Key Employee include, but are not limited to the following:

- the person does not participate in any management decisions affecting the Corporation as a whole or affecting a discrete segment of the organization that represents a substantial portion of its activities, assets, income, or expenses of the Corporation, as compared to the Corporation as a whole;

What transactions or relationships are subject to this Policy?

Any transaction, agreement or other arrangement in which a Related Party has a financial interest and in which the Corporation or any Affiliate of the Corporation is a participant (“Related Party Transaction”).

What steps need be taken?

The Board shall approve a Related Party Transaction only where the Board determines that the transaction is fair, reasonable and in the Corporation’s best interests. The Board shall utilize the following process to approve transactions subject to this Policy:

1. The Board must approve in advance the Related Party Transaction. Any member of the Board who has a conflict of interest as defined in this Policy may not participate in the vote, nor may he or she be present during voting or deliberations.
2. The Board must make its decision in reliance on appropriate data as to comparable arrangements to the extent they are available.
3. The Board must adequately document its decision and deliberations in the corporate records.

Annual Disclosure Statements

Prior to initial election and annually thereafter, all Directors shall complete, sign, and submit to the Vice President a written statement identifying, to the best of the Director's knowledge, any entity of which such director is an officer, director, trustee, member, owner, or employee, and with which the Corporation has a relationship, and whether there is a conflict of interest. The disclosure of a relationship shall not, by itself, constitute a conflict of interest. The governing Board may require the same submission to be made by anyone designated by the Board to be a Key Person. The Vice President shall provide a copy of all completed disclosure statements to the chairperson of the Audit/Finance Committee.

Member Conflicts of Interest

A member of the Corporation with a potential conflict of interest in a particular matter shall promptly and fully disclose the potential conflict to his committee chairperson and the Board of Directors. The member shall thereafter refrain from participating in deliberations and discussion, as well as any decisions, relating to the matter and follow the direction of the supervisor as to how the Corporation decisions which are the subject of the conflict will be determined. The President shall be responsible for determining the proper way for the Corporation to handle decisions which involve unresolved member conflicts of interest. In making such determinations, the President may consult with legal counsel.

The President shall report to the Board at least annually concerning members' conflicts of interest which have been disclosed and contracts and transactions involving employee conflicts which the President has approved.

Oversight/Administration This policy shall be overseen and administered by the Board including the adoption of any amendments to this policy.

Independent Directors

Independent directors are directors who:

- (a) are not, and have not been within the last three (3) years, compensated as an officer or employee of the Corporation or an Affiliate;
- (b) do not have a relative who is, or has been within the last (3) years, a "key employee" of the Corporation or an Affiliate;
- (c) have not received total compensation exceeding \$10,000 in any of the last three (3) fiscal years from the Corporation or an Affiliate (excludes reimbursement for expenses reasonably incurred or reasonable compensation for service as a director pursuant to New York Not-for-Profit Corporation Law Section 202(A));
- (d) do not have a relative who meets the requirements under (c);

Relative includes: (i) spouse, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren and great-grandchildren; (ii) spouses of individuals listed in (i); and (iii) domestic partner as defined in the New York Public Health Law Section 2994-A.

9/2/2015

Discrimination Policy

The Weavers' Guild of Rochester does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, ethnicity, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to,

engagement of instructors, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of the Guild, students, volunteers, contractors, vendors, and visitors.

Board Approved 3-5-14

Privacy Policy

In the interest of safeguarding the privacy of the members of The Weavers' Guild of Rochester, it is the policy of this organization that information such as financial status of the organization; members' mailing addresses, phone numbers and emails; and other information derived from a position of confidence within the Guild shall be held within the Guild. Use of membership and electronic lists for other than Guild business requires the prior approval of the Board.

Board Approved 5/04

Committee Chair Board Meeting Attendance Policy

Committee Chairs should try to attend Board meetings, or send a written report if they are unable to attend. Board 8-08 Consensus

Non-budgeted Expense

All expenditures not in the annual operating budget must be approved by the Board. Any expenditure greater than \$1,000 requires membership approval. Board Approved 5/04

Balanced Budget

If necessary to balance the budget in the event of unusual expenses, money is to be drawn from the financial reserves. May 2001

Children at Meetings

A statement shall be published in *The Yarn* to discourage bringing infants and small children to meetings. Board 1988

Snow Policy

The President and program Chair will decide to cancel a meeting in the event of severe weather. Membership shall be notified in announcements on radio station WHAM and via email. Board 2006

Financial

Commission Fees

A commission of 25% shall be assessed when a Guild representative [e.g. librarian] acts as a sales agent for another member. Members may sell for themselves at the June picnic without commission. All commissions shall accrue to the General Fund. 1/2001

Donation Policy: Cash

All cash contributions to the Guild shall be deposited to the General fund unless otherwise specified by the donor. All cash donations shall be acknowledged by the Finance committee.

Board Approved 3/13

Donation Policy: Non-Cash Items

The Guild will accept non-cash donations with the approval of an appropriate Guild member. The donor's intent regarding the disposition of the item/s shall be ascertained and considered. Items unable to be used for any Guild activity will be sold to benefit one or more Guild funds. Prices will be set by members knowledgeable about pricing given items. In selling equipment, every effort will be made to be fair to those who might want to buy and to protect the Guild's fiduciary interest by selling items for the best price possible in a reasonable length of time.

Procedure

- If a donated item is not needed by one part of the Guild, it will be offered to other committees/activities of the Guild. If the item is not taken by a Guild group, then the item may be sold.
- Prices will be set by people knowledgeable about the equipment being sold.
- All items for sale (for amounts over \$150) by the Guild or its committees should be offered to as many potential customers as possible through Guild meetings and/or to the Guild and applicable groups of WaFAC students.
- If a non-cash donation is sold, the funds will be recorded as donations to the activity/committee holding the item when the sale is made if the activity has a line item for donations. If not, the funds will be credited to the general fund.
- Smaller non-cash donations, having a value of less than \$150, such as small equipment, books, magazines, or yarn may be sold casually at reasonable prices with or without prior notice to the membership and/or WaFAC students.
- If more than one committee/activity of the Guild desires to have the use of an unrestricted non-cash donation, the Executive Board shall decide which committee will hold the item, or if it is unneeded, that it will be sold.

The procedures for donating non-cash items to the WGR follow. Once a donor's item has been accepted by a designated representative as a donation to the Guild, the donor fills out the Donations of Materials Form, and gives it to the WGR representative with the donated materials. The representative signs the form acknowledging receipt of donated materials, makes a copy of the form and sends it to the Treasurer and returns the form to the donating person. This form constitutes the tax receipt. The Treasurer then sends a thank you note.

Board Approved 9-13

Reimbursement Policy

Expense and reimbursement will be required from everyone across the board. We should not be paying sales tax, and no sales tax reimbursement will be paid. Board 5/10

Membership and Hospitality

Membership Policies

Non members will be removed from the email lists each October
Board 10/7/15

Family membership should include people who live in the same household. Board 3/08

Program

Workshop Selection Policy

As long as there is a balance between weaving and non-weaving content throughout the year with the emphasis on weaving, there need not necessarily be a major weaving workshop each year. 10/7/15

Workshop Deficits

Workshop fees should be designed to cover anticipated expenses. In the event of a deficit, funds should be expended from Guild savings to cover the deficit. Board 2001

Honorarium Fees

Honorariums to Guild members presenting a program were set at \$150.

Financial Guarantee of Workshops

The Guild will guarantee the workshop offering and underwrite costs regardless of enrollment.

Auditing Workshops

Auditing will be offered in appropriate workshops when an instructor is comfortable and approves of having two such participants. An auditor:

- Will participate at a limited level at the discretion of the instructor.
- May participate in lectures and discussions.
- May observe other weavers, study their drafts and take notes and photos.
- May utilize time by studying the instructor's samples, handouts, books, and notebooks.
- May use the Guild library books and notebooks that are on display. Will not participate in the sample exchange.

Workshop fees will be the same price as weaving participants and shall entitle the auditor to all printed handouts. Auditors are encouraged to be actively involved in the learning process. Board 4-01

Library

A workshop is no longer required to produce a sample book. The library may purchase any related book that the presenter has published, will keep a list of workshop notebooks in the library with the names of people who are willing to lend them.

Bd 9/2/2015

EDUCATION AND PUBLIC SERVICE

Scholarships

The Scholarship Committee Chair will report scholarships awarded (and denied) at the Board meeting following Scholarship Committee Decisions. Board 2010

Guild Procedures

Grievance Procedure

Roberts' Rules of Order govern all meetings of the Weavers' Guild of Rochester. Anyone who feels that an action or expenditure was made outside of the framework of the by-laws and operating procedures of the Weavers' Guild of Rochester has a right to grieve such action.

Such a grievance should be brought before the Board of Directors in writing within thirty days of knowledge of such action or expenditure. The Board of Directors will have fifteen days to investigate the allegation and respond to the aggrieved.

If the aggrieved still is not satisfied with the findings of the Board of Directors, an alternate dispute resolution will be sought. The Dispute Resolution Committee shall be made up of three members of the Board of Directors and three members of the general membership. The Board has a right to strike one member of the membership, and the membership has the right to strike one member of the Board. The group of four remaining representatives will have access to all documents and parties involved in the grievance. They will do their best to come to a resolution of the matter that is satisfactory to all involved.

2008

Income and Expense Procedure

All income shall be forwarded to the Treasurer on a timely basis. The income form and attached cash and/or checks shall identify sources of income. All receipts must be forwarded at least two weeks prior to the close of the fiscal year.

No Director or Guild member may approve reimbursement of their own expenses.

Expense forms with attached receipts shall be submitted on a timely basis. All requests for reimbursements must be submitted at least two weeks prior to the close of the fiscal year.

******[Expenses for faxes, phone calls, copying, office supplies, etc. will be reimbursed when receipts are provided. Calls made under pre-paid cellular policies cannot be reimbursed].

Expenses will be reimbursed within 30 days of submission to the treasurer. 2008

WaFAC

WaFAC Policies for Instructors

Contact Information / Emergency Procedures

Student and Teacher contact information may be used solely by WGR/WaFAC. Our mailing list is not made available to any outside groups.

The Registrar, prior to the beginning of the course, will provide a list of registered students, emergency and contact information, and medical needs. Instructors must bring this list to class. This information can be found in the Emergency Contact section of the Operations Manual near the phone area in Studio 1.

Instructors and Guild Members responsible for studio use should report accidents occurring on site. An accident report should be completed, and the WaFAC General Coordinator or Class Planner, should be notified.

Accident Forms and Emergency Contact information can be found in the WaFAC Operations Manual near the phone area.

Instructor Payment

An instructor's status is that of independent contractor: no taxes or fees will be withheld; the instructor is responsible for reporting the income and paying all appropriate taxes. As per IRS rules, WGR, Inc. will file Form 1099 in January for any instructor earning more than the compensation allowed by IRS rules (currently \$600). Instructors will receive An Agreement to Provide Instructional Services Form to confirm courses and payment for proposed courses.

The Instructor is responsible for course instruction and ensuring that Site policies and procedures are followed. Although there may be a break in formal instruction during a lunch period, the instructor should be on site and available during course hours.

Travel will be negotiated for those instructors who reside 50+ miles from the Weaving & Fiber Arts Center. Instructor payment will be issued after the conclusion of a course. Payment will be adjusted if it is necessary for an instructor to cancel any part of a course or have a substitute teacher. If WaFAC needs to cancel a course, payment will not be issued. The teacher's return of keys upon the completion of an activity is at the discretion of the Site Manager.

Materials Fee

All material fees are to be paid directly to the instructor and should not exceed the amount stated in the class brochure.

Course Size

In order to cover WaFAC's operating expenses, the minimum number of students in the course is three. In some situations a class may run with less than three, if approved by the General Coordinator, the Class Planner and Registrar. In the case of insufficient registrations, the Registrar or Class Coordinators will publicize the course in an attempt to recruit students. Instructors are encouraged to do the same.

Maximum number of students is determined by the amount of space needed for the specific course in order to provide a comfortable surrounding for learning and teaching. Instructors should provide this information in course proposals.

Class Evaluation Forms

Instructors are encouraged to ask students to fill out evaluation forms at the end of each completed class or course session. These confidential forms should be deposited in the black Drop Box and will be read by the Class Planner, and student comments will be communicated to the instructor.

Studio Space / Equipment

Instructors may store labeled personal items in designated areas in the studio.

Members of the Guild who reserve studio space at WaFAC cannot do so to teach classes for profit. If a member wishes to teach a class as a paid instructor, he or she is encouraged to propose such a class so it can be offered through the Weaving and Fiber Arts program.

Teachers should notify the Site Manager about any equipment requiring maintenance or by writing a note on the white board in Studio 2.

If any equipment, tools, etc. are moved to another location within the studio, please leave a note on the chalk board in Studio 1 so that everyone using the studio will know where items can be found.

Class Registration / Student Payment Policies

Students should register online and make payment through online registration or through the Registrar no later than 5 days before the start of a class session or workshop. ***Instructors should encourage early registration.***

Instructors should not accept registration forms and payment from students. Class fees will not be pro-rated.

Registrations with checks or money orders made out to Weavers' Guild of Rochester, Inc. are mailed to:
Weaving & Fiber Arts Center Phone # 585-377-2955
Piano Works Mall, Studio 1940
349 West Commercial Street
East Rochester, NY 14445

Registration forms/payments may also be placed in the Drop Box at the Center and/or accepted by the Registrar at the Center or a Guild Meeting.

Weavers' Guild of Rochester, Inc. - www.weaversguildofrochester.org

Enhancing lives through study and creative expression in weaving and fiber arts

Comments from instructors are welcome, as we want to make every effort to accommodate instructors' needs to make the Weaving and Fiber Arts Center a wonderful place for teaching and learning. Participation by instructors is greatly appreciated.

WaFAC Management Contact Information and Student Emergency contact information are in the notebook on the desk next to the computer at the Center.

WaFAC 8/2015
Board 9/2/15

Instructor Class Cancellation Procedure (Emergency and Non-Emergency)

If an instructor finds it necessary to cancel a class for personal business, the instructor will notify the Class Planner and arrange for a substitute teacher in order prevent cancellation. If no substitute can be found, it is the responsibility of the instructor to inform all students of the cancellation and to arrange with the Class Planner a date for a makeup class meeting.

In the case of an emergency, the instructor will notify either the General Coordinator, the Class Planner, or the Registrar, who will assist with arranging for a substitute teacher, and notifying students of a cancellation if necessary.

Whenever an instructor cancels a class due to weather, personal business, illness or emergency, it is the responsibility of the instructor to subsequently coordinate with the students and WaFAC Class Coordinator to determine a makeup date and time for the missed class meeting.

It is also the responsibility of the instructor to supply the General Coordinator with a list of substitutes, their phone numbers and other contact information. Instructors are responsible for seeing that the substitute list is current.

Contact information can be found in the WaFAC manual near the phone in the weaving studio. If a problem should occur for which Piano Works Mall management should be notified, the instructor is responsible for contacting the Mall Management/Maintenance or Security at (phone number) before leaving the Center. One of the above Management Team Members must subsequently be informed of the situation.

9/2/2015

WaFAC Instructor Pay and Course Fee Policies *available by request of WaFAC Management*

WaFAC Registration Policies and Procedures

Registration for courses through WaFAC's online registration program is preferred.

Registration forms can be mailed to the Center, left in the Center drop box, or given to the registrar in person.

- Payment by credit card must accompany the online registration. Otherwise, checks should be made out to "Weaver's Guild of Rochester, Inc."
For Early Registration, see attached procedure.
- Registrations should be received no later than five days before a class is scheduled to start, unless class minimum is met.
- There will be a \$35.00 charge for checks returned for insufficient funds.
- If paying for a class by gift certificate, a written registration form with the certificate attached will need to be given to the registrar by mail or left in the Center drop box.

In order to cover WaFAC's operating expenses, the minimum number of students in a course is three. In some situations a class may run with less than three, if approved by the Registrar and the Class Planner, in consultation with the General Coordinator, as necessary. In the case of insufficient registrations, the Registrar, or Class Coordinator (by e-blast), will publicize the course in an attempt to recruit students. Instructors are encouraged to do the same.

When a course has enough students to run, the registrar will contact the teacher with that information. Instructors may also refer to the online registration software for registration information.

If the minimum number of students has not been reached by seven days or another predetermined start date, the Class Planner and Registrar, in consultation with the General Coordinator when necessary, will decide whether to cancel that course immediately, or wait to see if more students register. Some instructors request earlier notification.

All registered students will be advised by the Registrar about the status of their course at least 5 days before it is scheduled to begin to confirm the start date, or report that a course is either cancelled or may not run.

- A student may withdraw from a course and receive a refund if the Registrar has been notified at least 10 full days before the course is scheduled to begin.
- If a student withdraws fewer than ten days prior to the first class, a refund will be given only if the Registrar is able to fill the vacancy from an existing wait list.
- In the event that WaFAC must cancel a class, the student will receive a refund.
Course fees will not be prorated.

9/2/2015

Makeup Policies for Classes

1. Makeup Class Policy for Weaving Students in Core Courses

Makeup classes can be scheduled within the current session in which a weaving student is registered. Instructor approval is necessary.

In cases of illness or emergency situations, the instructor, General Coordinator, and Class Planner will determine if make up time will be permitted beyond the time of the end of the current session. Such makeup sessions would only occur if the student is registered for the next scheduled class session. If an emergency cancellation of a class meeting is necessary, the teacher is responsible for contacting his or her students. A makeup class will be scheduled if it is at all feasible.

2. Makeup Class Policy for Students in Non-Weaving Courses

Non-weaving courses do not provide the scheduling possibilities for makeup classes.

If an emergency cancellation of a class meeting is necessary, the teacher is responsible for contacting his or her students. A makeup class will be scheduled if it is at all feasible.

3. Makeup Policy for Lynne Sherwood's Knitting Classes

WaFAC courses are offered in 4-month semesters: September - December, January - April and May - August, with two sessions per semester. Two makeups will be offered to each knitting student for a class missed during the semester in which the class was missed. This can only be scheduled in a Knitter's Choice class, with no more than eight students in attendance. Instructor assistance will be given after the needs of registered students have been met.

- Students should notify the instructor if they will not attend a class. This will allow more opportunity for students to schedule a makeup.
- Students must contact Lynne Sherwood in advance to schedule a makeup
- Makeups will not be given for absences in Knitters' Holiday.

Lynne Sherwood's contact information:

LynneS@rochester.rr.com

4. Special Situations

Complimentary and Makeup classes and Special Consideration for Classes:

In the interest of fairness to our students, there may be times when WaFAC will either refund or waive class fees. Such circumstances would include loom or other equipment or resource malfunction or availability, which results in the inability for the student to work on or complete his/her project, or causes the student a major inconvenience. When such situations arise, the Instructor and/or Registrar should bring the issue to the attention of WaFAC General Coordinator for resolution. If approved, a refund will be generated or the class fee will be waived. Documentation for the record should be provided to the Financial Manager and Registrar for fee waiver of refund.

Weaving and Fiber Arts Center

Dye Studio

Safety Precautions

We encourage instructors to advise students about safety precautions and proper use of safety equipment, clean work habits and responsible use of dyes and chemicals.

The following precautions are required as a minimum for all dye classes (Natural and Chemical) at the Weaving and Fiber Arts Center.

1. Do not eat or drink, in areas where dyes and chemicals are used.
2. A KN95 or N95 respirator is required for activities involving dry powders and crystalline material (I.e. weighing out dry materials and mixing with water). KN95 or N95 respirators are provided by students.
3. Nitrile gloves are required for all activities involving dyes and other chemical used in the studio. An exception includes fabric markers unless the liquid contained within presents chronic health hazards such as genetic or fetal effects or cancer risk. Other exceptions may be made by the class instructor. Old clothes and old shoes are highly recommended. Avoid prolonged or repeated contact with skin.
4. Eye protection is required for all activities involving dyes and chemicals used in the studio. This requirement extends to those individuals wearing glasses unless those glasses also include side shields. Students may chose to bring their own safety glasses or they may use the Center's. Safety goggles are required for large quantities of concentrated materials.
5. The instructor may choose to restrict student involvement with particular chemicals and to substitute safer chemicals to lower overall risk. Always use the smallest amount of dye and chemicals necessary to achieve the desired end result.
6. Cover the area immediately under and around the weighing balance with dampened newspaper or paper towels. Use the Fumeclear Solder Fume Extractor to capture particles when weighing out powders and crystals and mixing them with water.
7. Use appropriate utensils to stir solutions and dye baths. If you must use food utensils as dye tools, don't reuse for food preparation.
8. Turn on the ventilation fan when heating dye baths on surface burners. Unplug all surface burners when finished. Use of an oscillating fan and opening the back door will also help improve ventilation.
9. Wipe up spills immediately with a damp paper towels or a damp sponge. Liquid dye dried to a powder can be accidentally inhaled or ingested.
10. Do not sweep or vacuum floor spills of powders. Instead, establish the perimeter of the spill and lay damp paper towels over the entire area. If no broken glass is present, carefully push the material into the center. Pick up the spilled materials with the damp towels and place in a plastic bag. Re-clean the area with soap and water. If broken glass is present, carefully use a dye spoon to push the broken glass onto a piece of cardboard or dustpan before laying damp towels over the spill area. Dispose of the broken glass in a plastic bag which is then placed in a cardboard box
11. for disposal. Continue cleaning up the spill as noted above. Spill waste may be disposed of in the regular trash.
12. Avoid exposure to dye powders, auxiliary chemicals and vapors during pregnancy or lactation.
13. Eye exposures must be rinsed immediately with the sterile solution provided in the eye wash station. Further evaluation by a medical professional is recommended.
14. If an adverse symptom is experienced, move to fresh air. If symptoms persist, consult your physician.
15. All exposures, including of the eyes, nose, and mouth, broken skin, and respiratory system, and injury with sharp contaminated material (I.e. broken glass contaminated with dye or other chemicals) must be immediately reported to the class instructor and an incident report completed.

Weaving Guidelines and Procedures

Extra Weaving Time

- Extra Weaving Time purchases exist for registered students only.
- Students fill out an Extra Weaving Time form at the Center and secure the initials of the instructor approving the additional session. Payment (\$15.00 per class) must be with the form, payable to WGR, Inc.
- Extra Weaving Time is valid only for use when the student is currently registered in a core-weaving course.
- Students are expected to contact the instructor in advance for permission to work on a weaving project during an unscheduled class time.
- Students may use purchased extra weaving time with any of the core-weaving instructors.
- Instructor assistance will be provided as needed after students registered for that class have received the assistance they require.
- . Attending extra classes without purchasing extra weaving is permitted only as teacher-approved makeups for missed classes during a currently registered session.
- Purchased Weaving Time cannot be used to form add-on or special classes with an instructor.

9/2/2015

Guidelines for WaFAC Key Holders

As an individual with a key to the Weaving and Fiber Arts Center your actions impact the safety and security of yourself, other users of the Center and the security of the Center itself.

Please always be aware of the location of your key.

Do not loan your key to others.

Do not make a copy of your key.

Keep door locked to outside individuals unless there will be constant monitoring of the door area. Note that you can always leave through the door without using a key. Do not lock yourself out by accident by exiting with the door locked to the outside while leaving your key inside.

When entering the Center be aware of things that could be amiss: standing water...Do not enter if you feel it to be unsafe for any reason.

The front door can be left unlocked if you will be remaining near the front door and are expecting others to come, or locked to outside individuals if you will be using the area in the rear of the weaving area or the studio in the back or wish to not be disturbed while teaching a class.

Return your key to the site manager after your Center activity. You may return it to her in person or drop your key into the mail drop by the front door (not US Post box) at the Center and notify Site Manager of your key return by phone or email.

Light switches to the Weaving Studio are to the right of the door upon entering. HVAC controls are located behind the closet in front of the door upon entering. Please follow directions posted near controls regarding heat/air conditioning set points when leaving in order to conserve energy.

Lights to the Dye/Felt Studio are also to the right of the door upon entering the dye studio. HVAC controls are located behind the closet in front of the door in the Weaving Studio.

All accidents at the Center that could require medical attention should be reported to WaFAC Management. Report forms are located in the WaFAC Operations Manual on the desk by the computer. Also included in the Operations Manual are emergency phone numbers for WaFAC Management and other maintenance personnel.

When leaving the Center please make sure all lights have been turned off, HVAC controls have been returned to minimum heat/cool for conservation, and rear and front door have been determined to be locked. Make sure coffee pot is turned off and unplugged. If using the Dye/Felt Studio please make sure all electrical appliances are turned off and unplugged. Make sure exhaust fan is off.

Note: One light by rear door and one light by front door are always on and have no local switches.

Name: _____

Key number: _____

Date: _____

Expected return date: _____

9/2/2015

Early Registration for Core Weaving Classes

Early Registration week will begin on (Early Registration Date Day 1) through (Last Day Date)

- If you are receiving this email you are eligible for early registration in a core weaving class. The listing of classes follows.
- To register, please complete and submit a paper registration form using the course listing that follows, and include payment in the form of a check or cash.
 - Please indicate a second, and even a third course choice to be used in the event that your first choice course is oversubscribed.
 - The registration form and payment should either be mailed to the Weaving and Fiber Arts Center or left in one of the black boxes at the Center.
- We will start processing registrations for the core weaving classes on the first day of early registration week (Early Registration Date Day 1). All registrations received prior to (Early Registration Date Day 1) will be treated as if received on that date and will be

processed on (Early Registration Date Day 1). During Early Registration week we will accept and process applications in the order in which they are received.

- If, on the first day of early registration, a given course is oversubscribed, the names of all students requesting that course will be placed in a lottery.
 - Students who do not indicate a second choice will be notified by email or phone that they will need to make a second choice. This choice will be honored in the order in which it is received.
 - If on any subsequent day, two or more students request a section with only one opening, only those two or more students will be placed in a lottery.
 - If you are registering for both sessions of the semester indicate on your registration form if you wish to be moved to your first choice for the second session should you be assigned a second choice for the first session.
- Online registration will open for all classes, including any remaining core weaving course openings, on (Online Registration Opening Date). From that date, all courses will be filled in the order in which paid registrations are received, regardless of current registration in a core weaving course.

3/2/16

Regulations Regarding Use of Center Looms and Yarn

Purpose: to provide guidelines for weaving Instructors and weaving and other fiber students as to the use of Center looms and yarn for individual student class projects during Center classes.

Yarns may be used at no charge for class projects.

An individual weaving student's project may be left on a Center's loom at the end of a course *only if the student is enrolled* prior to the start of the next session.

At the beginning of a new course and particularly with first-time students or new weavers, the Instructor should explain that class projects cannot remain on the Center loom when the student is no longer enrolled in a course. Students should be encouraged and helped to plan projects that can be completed within the course, or should understand that they will need to enroll in additional courses in order to complete the project. The Instructor should evaluate a student's progress and discuss options again two weeks prior to the end of the course.

If it appears that the project will not be completed in time, the student may either:

- purchase additional loom time to be used within the time frame of the original course.
- or
- enroll in next course before the end of current session.

If project has not been completed, and student is not enrolled before the end of the current session, the instructor and student will remove the project from the loom to free the loom for use by another student.

In cases of illness or emergency circumstances, the instructor and WaFAC General Coordinator will work with the student to allow project completion. 9/2/2015

Policy for WGR Member Use of WaFAC Space Other Than for WaFAC Sponsored Classes

Purpose: To serve our members by providing and encouraging affordable small group use of studio space. The policies set forth will allow for a safe working environment and assure a welcoming and clean space in which to work. All members of a group wishing to use space at WaFAC must be WGR members.

If a classroom at the Weaving and Fiber Arts Center is used by Guild Members for the purpose of a governing meeting of the Guild, there will be no cost. Meetings falling into this category include:

- Board meetings

- Committee meetings

- Events, such as screening for a Guild Fiber Sale

- Evening Guild meetings with Guild programs where a member would not pay to attend

If a classroom at the Weaving and Fiber Arts Center is used by Guild Members for activities such as study groups, or an ad hoc group of members for fiber arts projects, the cost will be \$10.00 per hour, with cost shared by members of the group. A minimum of 2 people is required, due to safety concerns. An additional \$2.00 fee is required for each member when the studio space has been reserved for dyeing. Equipment in the dye kitchen is also available for use, but members must bring their own materials, such as dyes and chemicals. Members are expected to include sufficient time for cleanup during their scheduled activity period.

Space cannot be reserved in this manner to teach classes for profit to Guild members. If a member wishes to teach a class as a paid instructor, he or she is encouraged to propose such a class so it can be offered through the Weaving and Fiber Arts program.

All special use of WaFAC space must be scheduled in advance with the Class Planner, and arrangements are subject to availability. Any Guild Member Group using the studio for these purposes must appoint a person to be in charge who will contact the Class Planner, send reservation form/payment prior to use, review classroom policy, receive keys from site manager, be in charge of cleaning the classroom after use, attend to opening and closing procedures provided by site manager and posted in the studio, and return keys to WaFAC. The honor system will be used for the purpose of covering costs for phone calls and the making of coffee and tea.

The WGR Program Committee may request use of WaFAC space for workshops. Dependent upon classroom availability, per diem fee will be negotiated.

To reserve studio time, contact WaFAC Class Planner

A studio reservation form will be emailed to you upon request. Prior to your scheduled use of the facility, return this form along with payment to WaFAC, Attention: Use of WaFAC Space, Piano Works Mall, Suite 1940, 349 W. Commercial Street, East Rochester, NY 14445

Guidelines for WaFAC E-blasts

One week prior to Early Registration Week, all students enrolled in core-weaving classes receive, either by e-blast or regular mail, the descriptions, course numbers, and fee information for continuing courses in a 4 month session. Core-weaving instructors will also receive this e-blast so they can remind their students about early registration.

An e-blast announcing the start of online registration for all classes offered in the upcoming four month session is sent to WaFAC students & WGR members.

E-blasts are sent to WaFAC students and WGR members the 1st and 15th of each month. This is a means of advertising the classes offered within 2 - 4 weeks after the 1st or 15th. The class planner prepares a list of 9 or less classes, and the registrar provides updated numbers of registrations up to the day before the e-blast is to be sent. Decisions are made based on the following guidelines.

- Usually 9 classes are listed with photos and links to online class information. Interested students can immediately register. A listing of 9 or less classes allows a reader to give more time and consideration to a limited number of classes.
- Class lists are determined by start dates. However, if an instructor has indicated an early registration date, that date determines the order of their class listing.
- Since classes offered in the first 6 weeks of a session have less time for publicity, all these classes are listed in the e-blasts. Classes that have been online for 6 weeks and continue to have zero registrations may not be listed in an e-blast because history has indicated that they rarely receive sufficient registrations to run the class. This increases the registrar's work load because they have to notify students when a class does not run. Classes with zero registrations might be included if the registrar approves, and adding the class would keep the number to 9 or less.
- Exceptions to listing classes with zero registration are: Try Weaving and Learn to Weave. If Try Weaving is scheduled before a Learn to Weave class, students often register for Learn to Weave after taking Try Weaving.
- Classes that have reached their minimum number of students for a class to run, should still be considered in the listing. Gaining maximum number of registrations will definitely add to paying operating expenses.
- Usually, classes are listed once during a session. Exceptions have been made if there are less than nine being listed in the e-blast and gaining another registration would allow the class to run. If a student drops out of a FULL class, an e-blast would let students know there is an opening. (especially applicable to weaving classes or felting classes)
- Core-weaving classes that have not reached a maximum will be listed in a date appropriate e-blast.

Targeted e-blasts can be sent to inform students who have specific interests, such as dyeing, felting, knitting, tapestry, etc. This may provide added registrations needed to run a class.

WGR FORMS

Weavers' Guild of Rochester, Inc.
P.O. Box 616
East Rochester, New York 14445

Donation of Materials Form

If you are making a donation of fiber or fiber related equipment, please provide the following information and return it to us with your donated materials. We will return the signed form to you for use as a tax receipt. Items that we are unable to use for any Guild activity will be sold to benefit the Guild. The Weaving and Fiber Arts Center is one of the Weavers' Guild of Rochester's outreach activities.

Donation Date _____

Name _____

Address _____

City, State and Zip code _____

Phone _____

Email _____

List the items being donated. Attach a separate sheet if necessary.

WGR acceptance signature: _____

The Weavers' Guild of Rochester, Inc. did not provide any goods or services in exchange for your donation Procedures for Receiving Donated Materials:

1. Donating person contacts us regarding making a donation of fiber or fiber related equipment.
2. Determine whether to accept donation.
3. If we accept the donation, give the donating person this form to complete.
4. They return the completed form to us with the donated materials.
5. We sign the form acknowledging receipt of donated materials, make a copy of the form for the Treasurer, and return the form to the donating person. This form constitutes the tax receipt .
6. We also send a thank you note Board 4/13

Conflict of Interest Statement Form

Name _____

Date _____

WGR Yearly Conflict of Interest Statement for Board and Committee Members

This form is accompanied by the WGR Conflict of Interest Policy. Please read the policy first and then complete the form by checking all the boxes that apply to you and providing any additional information asked for. Turn the completed form in to the WGR Vice President by October 15th

☐ WaFAC Student

☐ WGR Director

☐ I have ☐ I have not received \$10,000 or more in pay from WGR in the past year

☐ Other Committee membership (Circle, please.): Nominating, Scholarship, Newsletter, Website, Rentals, Outreach, Program, Library, Holiday Sale, Finance, Membership and Hospitality, Publicity, WaFAC.

☐ Member of a Study Group: Color, Vested Interest, Crochet, Other _____

☐ Membership in the organizations with which the Guild contracts or could possibly contract for space or services and/or sister fiber organizations. (Please list) _____

☐ Presenter of a Program in the coming year

☐ Instructor for Guild workshops or WaFAC in the coming year

☐ Vendor at WGR Holiday Sale

☐ Scholarship applicant this coming year

☐ Vendor at a trunk show at a regular Guild meeting or sale conducted at the Picnic this year

☐ Have a financial interest in entities that contract or might contract with the Guild, such as current or potential lease-holder(s), IT contractors, payment agent, cleaner, or similar entities.

Self ☐ Related Party ☐ _____
Describe.

☐ Other (self) _____

☐ Other (related party) _____

Name, Printed:

Signature

Date

WGR Records Retention President's Responsibilities

President's Notebook Cover-page*for Date: _____ - _____

Earliest Culling Date _____ at 7 years after notebook completion

Keep in hard copy:

- Working notebooks (to be retained by current President for 7 years after the notebook year.)
- At the 7 year point, pass to Archivist *who will discard duplicates and extraneous material and save 1 copy of each document needing archiving in the Consolidated Notebook/s.*
 - Roster-*Consolidated Business Notebook*
 - Contact sheet for Officers, Directors, and Committees-*Consolidated Business Notebook*
 - Correspondence (legal and important matters)-*Archivist*
 - Copies of lease contracts in effect in the notebook year-*Archivist to Treasurer*
 - Copies of insurance policies current in the notebook year-*Archivist to Treasurer*
 - General correspondence-*Archivist*
 - Copy of audit reports, internal and external-*Consolidated Business Notebook*
 - Current budget-*Consolidated Business Notebook*
 - Next year's budget-*Consolidated Business Notebook*
 - Year-end financial statement-*Consolidated Business Notebook*
 - Annual reports from President and Committee Chairs-*Consolidated Notebook*
 - Board and Guild Minutes and any documents considered a/o approved by the Board
 - Bylaws, charter, operations manual changes, and charter-*Legal History Notebook*
 - Newsletters-*The Yarn Notebooks*
 - Publications-*History and Fun Notebook*
- **Send to Archivist each June for History and Fun Notebook:**
 - Items of Historical Interest
 - Photos
 - Programs
 - PR Stories
 - Publications
 - Newspaper articles
 - Obituaries of members
 - Miscellaneous correspondence and things of interest

5/4/16 *To be placed as the front page of each Guild-year note book

WGR Records Retention Secretary's Responsibilities

Secretary's Notebook Cover-page* for Date: _____ - _____

Earliest Culling Date _____ at 7 years after notebook completion

Keep in hard copy:

- Working notebooks are to be retained until 7 years after the notebook year
- At the 7 year point, pass the President's notebook to the Archivist, who will *discard duplicates and extraneous material and save 1 copy of each document in the Consolidated Notebooks.*
 - Roster-*Consolidated Business Notebook*
 - Contact Sheet for Officers, Directors, and Committees-*Consolidated Business Notebook*
 - Audit reports Internal and External-*Consolidated Business Notebook*
 - Correspondence (legal and important matters)-*to Archivist*
 - Year end financial statements-*Consolidated Business Notebook*
 - Board and Guild Minutes and any documents considered by the Board - *Consolidated Business Notebook*
 - Bylaws and Charter-*WGR Legal History Notebook, Archivist*
 - Newsletters-*The Yarn Notebooks*
- **Send to Archivist each June for History and Fun Notebook:**
 - Items of Historical Interest
 - Photos
 - Programs
 - PR Stories
 - Publications
 - Newspaper articles
 - Obituaries of members
 - Miscellaneous correspondence and things of interest

*To be placed as the front page of each Guild-year note books

5/4/16

WaFAC Forms

WaFAC Agreement to Provide Instructional Services

Between:
Weaving and Fiber Arts Center
of the Weavers' Guild of Rochester
Piano Works Mall, Studio 1940
349 West Commercial Street
East Rochester, NY 14445
585-377-2955

And:
Instructor:
Address:

Phone:
Email:

The instructor proposes to teach the following class at the Weaving and Fiber Arts Center.
Course description may be published in the WaFAC Class Brochure, Website and The Yarn.

WaFAC will make payment of \$_____ after keys have been returned at the conclusion of the course. The Financial Manager issues payment on the 1st and 15th of each month. Payment will be adjusted if it is necessary for an instructor to cancel any part of a course or to have a substitute teacher. If WaFAC needs to cancel a course, payment will not be issued.

Instructor Pay

0000:

(COURSE TITLES & DESCRIPTIONS LISTED)

Please note studio assignment: Studio 1 – Weaving Room, Studio 2 - Wet Room

An instructor's status is that of independent contractor: no taxes or fees will be withheld; the instructor is responsible for reporting the income and paying all appropriate taxes. As per IRS rules, WGR, Inc., will file Form 1099 in January for any instructor earning more than the compensation allowed by IRS rules (currently \$600). Instructors will receive an Agreement to Provide Instructional Services Form to confirm courses and payment for proposed courses. By responding via email to this agreement, the instructor agrees to the terms above and to abide by the policies and procedures of the Weaving and Fiber Arts Center.

For WGR and WaFAC:

_____, WaFAC Class Planner

Date:

9/2/2015

WaFAC Accident/Incident Report

Date of incident: _____ Time: _____ AM/PM

Name of injured person _____

Male ____ Female ____

Address: _____

Phone Number(s): _____

Date of birth: _____

Type of injury: Details of incident:

Need for 911? Yes /No

Signature of injured party: _____

Date _____

Signature of Individual soliciting report: _____

Date _____

Immediately after tending to the injured party and completing accident/incident, inform the WaFAC General Coordinator.

If unable to reach her, call the Class Planner

Place completed form in WaFAC Instructor Notebook

WaFAC 5/16

Board 5/4/16

Weaving & Fiber Arts Center
Facility Reservation Form

Mail payment with Facility Reservation form to:

Weaving & Fiber Arts Center
Suite 1940, Piano Works Mall
349 West Commercial Street
East Rochester, NY 14445

Name of member in charge_____

Email_____

Address_____City_____State_____Zip_____

Phone_____

Date of Studio Use_____ Time_____ (max 5 hour period)

Purpose of Guild sponsored programs using space:

_____ad hoc group of members who want to use the space for fiber arts projects

_____ad hoc group of members who want to use the space for dyeing

_____Study Group

_____Guild Workshop

_____Guild Committee

Brief description of your activity:

Names of Guild Participants:

Total Payment_____

\$10.00 per hour

Make check or money order payable to Weavers' Guild of Rochester, Inc.

5/4/16



Extra Weaving Time

\$15.00 per session

Name _____ Date _____

Current Weaving Instructor _____

Current Class Day and Time _____

Place this completed form, with Instructor approval noted and payment attached in the Center Drop Box, or mail to the WaFAC Registrar.

Prior approval of instructor in whose class you wish to work is required.

This is not for unscheduled, walk-in loom time. Extra Weaving Time may only be used during a session in which you are currently registered.

Date of Extra Weaving Class _____ Instructor Approval _____

Board 8/12

WGR Income/ Expense Form

Available from General Coordinator or Treasurer as necessary

Course Evaluation Form

Weaving & Fiber Arts Center

349 West Commercial Street, Studio 1940, East Rochester, NY 14445

Please let us know how we are doing and how we can improve. Place this form in the black Drop Box on the wall. If you prefer, you may mail it in to the above address. Responses are confidential.

Course number and title:

Today's date:

Instructor's name:

Did the course meet your expectations?

Yes

No

What was the most valuable skill or information you gained from this class/workshop? _____

What had you hoped to learn, but didn't? _____

What other courses would you like to see offered at the Center? _____

Use the back of this form for additional comments. Thank you for your time!

Extra Weaving Time

Core weaving students may purchase extra weaving time to be used during a session in which they are currently registered.

Extra weaving time may be used with any of the core weaving instructors.

Students must contact the instructor in advance of the extra class for permission.

Extra Weaving Time forms are available at the Center. Secure the initials of the instructor approving the additional class. Payment (\$15.00 per class) must be included with the submitted form.

Instructor assistance will be given after the needs of registered students have been met.

Course Withdrawals & Cancellations

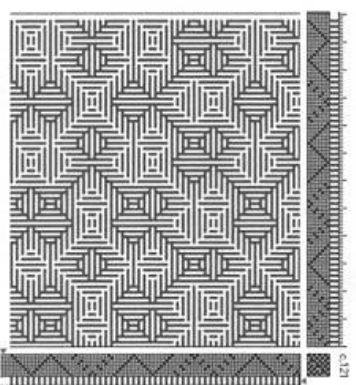
A student may withdraw from a course and receive course credit or a refund if the registrar has been notified at least ten full days before the course is scheduled to begin. Contact registrar@weaversguildofrochester.org

If a student withdraws fewer than ten days prior to the first class, course credit or refund will be given only if the registrar is able to fill the vacancy from an existing wait list.

If WaFAC finds it necessary to cancel a course, the student may choose to receive class credit or a refund.

Board Approved 5/16

Information for Weaving Students



Weaving & Fiber Arts Center

*Enhancing Lives Through Study and Creative
Expression in Weaving and Fiber Arts*

Piano Works Mall, Studio 1940
349 West Commercial St
East Rochester, NY 14445
585-377-2955
weaversguildofrochester.org/center

Use of WaFAC Looms

The Weaving & Fiber Arts Center (WaFAC) offers weaving classes in various formats for beginning and experienced weavers. A course may have weekly classes, or it may have only one class. Workshops may have classes on consecutive days. Courses that have classes once a week over a 7- to 9-week period are called "core weaving courses." They are offered daytime, evenings, and weekends.

Class size is limited to ensure you get individualized help from our instructors, who are accomplished weavers and talented teachers with many years of weaving and teaching experience.

The Center has floor looms, table looms, rigid heddle and inkle looms, related equipment, and a selection of fibers. You may plan a weaving project on any of these looms, depending on loom availability and paid registration, or you may transport your portable loom for weaving in class and at home.

Weaving projects are time-consuming activities. Planning, dressing the loom, and weaving can take many weeks, sometimes completed over several weaving sessions. Consequently, guidelines have been established to ensure you and others have a successful and fulfilling classroom experience. If you have any questions, contact the WaFAC General Coordinator.

At the beginning of a core weaving course, you and your instructor may decide to plan a project that can be completed within a course, or understand that you **will** need to enroll in additional successive courses to complete the project.

Your weaving project may be left on a Center's loom at the end of a course only if your course registration is processed before the end of the current session. Your weaving project can't remain on the loom when you are no longer enrolled in a course.

If it appears that your project will not be completed in time, you may either

- purchase extra weaving time to be used within the time frame of the original course, or
- before the end of the current session, enroll in a core weaving course in the next session. (See the Course Registrations section of this pamphlet for details.)

If your project has not been completed, and you are not enrolled in a core weaving course in the next session, you and the instructor will remove the project from the loom to free the loom for use by another student.

In extenuating circumstances, inform the WaFAC General Coordinator and your instructor.

Course Registrations

Course brochures are published three times a year. Look for each four-month schedule on the website around August 1 (for September - December); December 1 (for January - April); April 1 (for May - August). Students are encouraged to register as soon as possible after the brochure is available online. Classes are filled in the order in which paid registrations are received. Course fees will not be prorated.

Our website has a searchable database which includes wonderful pictures, course descriptions, and details on time, date, level, and cost. The best way to learn about WaFAC courses is to visit our Guild website. The brochure may be downloaded and printed for your personal use.

Please bookmark this address:
weaversguildofrochester.org/courses

Make-Up for Missed Classes

If you miss a class, you may make it up by arranging to attend a scheduled class within the current session in which you are registered. Instructor approval is necessary.

In an emergency situation, the instructor, General Coordinator and Class Planner will determine if make-up time will be permitted beyond the time of the end of the current session.

If it is necessary for an instructor to cancel a class meeting, the instructor will contact the affected students. A make-up class will be scheduled if it is feasible.



I

Registration Form

Name _____ Birthdate (if under 18) _____

Email _____ Is this a new email address? Yes No

Address _____ City _____ State _____ ZIP _____

Phone _____ Member of Weavers' Guild of Rochester? Yes No

Emergency contact name & phone _____

If you have any special or medical needs, please specify _____

List all courses you wish to attend. For core weaving courses, alternate choices are strongly recommended. Mark your alternate choices clearly.

All materials fees are paid directly to the instructor. Please do not include these with your payment of course fees

Course#	Course title	Mark as Alternate	Fee
(Do not include Materials Fees)		Total Course Fees enclosed	

Register early. Classes are filled in the order in which registrations are received.

Course credit or refunds are given if a course is canceled due to under enrollment or if you withdraw 10 days before the first class.

Questions? Contact us by email: registrar@weaversguildofrochester.org or leave a message at 585-377-2955.

Register online. Search for the courses you wish to take on the Center's website: weaversguildofrochester.org/courses

Browse by medium or instructor. Click on course title for details. You must have an account and be logged on to register. Pay by credit card.

Register by mail. Send registration form and check or money order for the course amount payable to Weavers' Guild of Rochester, Inc. Send to WEAVING & FIBER ARTS CENTER

ATTN Registrar
Piano Works Mall, Studio 1940
349 West Commercial Street
East Rochester, NY 14445

There is a \$35 charge for checks returned for insufficient funds.

Get Most Current Information about Courses at Our Website
weaversguildofrochester.org/courses