

## HWSDA Executive Job Descriptions

The executive holds four meetings per year, one of which is at the Annual Conference. In an emergency, attendance by electronic communication is legally sufficient to make a quorum. The core executive members – President, Vice President, Treasurer, Secretary/Secretaries, and Past-President – are expected to attend all executive meetings if possible—a quorum of the executive is considered to be 3 of the core executive members. All executive members are encouraged to attend all executive meetings, and the meetings are also open to all HWSDA members. The President or a Vice-President shall preside as chairman at any general meeting of the Society. While two year terms are desirable, they are not required.

**President:** is responsible for the smooth operation of the executive, notifying members of the agenda for each meeting, and requests executive, area, and committee reports for each meeting. The president, with financial records supplied by the Treasurer, submits the Alberta Foundation for the Arts grant proposal annually, and the Society's Annual Return (we currently have a qualified volunteer who has done this). The president submits a report at each exec meeting, to Running Threads for each edition, and makes a report at the AGM which is then submitted for the next Running Threads.

**Vice-President:** Evaluates scholarships, learns the bylaws and policies, assists the President as needed and chairs meetings when the president is unavailable.

**Recording Secretary:** records the minutes and circulates them to the executive body. Maintains signed copies of minutes and motions on file. Prepares copies of agenda for meetings, if needed. Prepares other handouts as required.

**Membership Secretary:** keeps a current list of all members and member guilds, in close association with the treasurer who confirms that membership payment has been received, and holds a current address list for sending emails to all members. Membership Secretary also sends an updated mailing list to the Running Threads committee and to Executive as required. The Membership Secretary, assisted by others may take membership payments at the annual conference. Time: varies with time of year:

**Webmaster:** receives and posts information from members concerning the guild's activities eg. conferences, events etc. This includes text editing, uploading pictures and documents and creating web pages as required. The webmaster also receives and posts items for sale via the website. Webmaster communicates with the service provider and ensures invoices for site fees are forwarded to the Treasurer for payment.

**Treasurer:** records all of the financial activities of the group, and is responsible for maintaining bank communications. The treasurer prepares a quarterly financial report which is presented at executive meetings and published in the Running Threads. At the AGM the treasurer presents the Annual Financial March 31 report (actual) and presents the budget for the upcoming year. The treasurer submits to the President the necessary information for the AFA Grant Proposal and the Society's Annual Return. The conference committee, not the treasurer, is responsible for the finances of the annual conference. Time: varies with time of year:

**Area Representatives:** report to each executive meeting and to the AGM, the activities in their area. Examples would be workshops, demonstrations, meetings, exciting new discoveries in the world of Fibre—this is important to the AFA submission, whose grants are based largely on the activities of the members. This report is also sent to Running Threads. They recruit members for HWSDA. Area Representatives are officers of the guild with voting powers at executive meetings.

**Running Threads editor and publisher** notifies the executive of upcoming publication deadlines. The editor receives articles, and edits the formatting and sometimes the text and images. This position needs a person with competency in good written English, who enjoys attention to detail, and is familiar with Microsoft Word and Excel. The publisher fits it all together into a newsletter, and needs to be familiar with (or want to learn) Microsoft Publisher 2010 or 2013. Both these positions offer \$100 honorarium.