

WRSW Jobs and Responsibility Flowchart

	January	February	March	April	May	June	July	August	September	October	November	December
President	Call Executive meeting Oversee audit of books 14 th - Provide Pres. letter 28 th - sign off on newsletter	Appoint Committee chairs 4 th Tuesday - meeting	14 th - provide Pres. letter 28 th - sign off on newsletter 4 th Tuesday meeting	4 th Tuesday meeting	14 th - provide Pres. letter 28 th - sign off on newsletter 4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	14 th - provide Pres. letter 28 th - sign off on newsletter 4 th Tuesday meeting	Choose Nominating Committee 4 th Tuesday meeting	14 th - provide Pres. letter 28 th - sign off on newsletter Choose day and location of holiday party 4 th Tuesday meeting	Hold Elections 4 th Tuesday meeting	4 th Tuesday meeting	Plan transitional meeting for old and new officers
Vice President	Executive meeting 30 th -choose programs committee members	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	Present next year's programs and workshops 4 th Tuesday meeting	4 th Tuesday meeting	
Secretary	Executive meeting 12 th -report new members/ newsletter	4 th Tuesday meeting	12 th -report new members/ newsletter 4 th Tuesday meeting	4 th Tuesday meeting	12 th -report new members/ newsletter 4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	12 th -report new members/ newsletter 4 th Tuesday meeting	4 th Tuesday meeting	12 th -report new members/ newsletter 4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	
Treasurer	Executive meeting Provide books for audit	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	Present financial overview to guild
Librarian	Executive meeting 12 th -provide book info/newsletter	4 th Tuesday meeting	12 th -provide book info/newsletter 4 th Tuesday meeting	4 th Tuesday meeting	12 th -provide book info/newsletter 4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	12 th -provide book info/newsletter 4 th Tuesday meeting	4 th Tuesday meeting	12 th -provide book info/newsletter 4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	
Newsletter Editor	Executive meeting 1 st deadline reminder 15 th submission deadline 28 th copy for Pres. 30 th publish Feb/ Mar	4 th Tuesday meeting	1 st deadline reminder 15 th submission deadline 28 th copy for Pres. 30 th publish Apr/ May 4 th Tuesday meeting	4 th Tuesday meeting	1 st deadline reminder 15 th submission deadline 28 th copy for Pres. 30 th publish Jun/Jul 4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	1 st deadline reminder 15 th submission deadline 28 th copy for Pres. 30 th publish Aug/ Sept 4 th Tuesday meeting	4 th Tuesday meeting	1 st deadline reminder 15 th submission deadline 28 th copy for Pres. 30 th publish Oct/Nov 4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	
Executive Committee	Executive meeting Audit Treasury books Discuss committee					Executive meeting Discuss potential Nominating Committee						

Executive Committee	Executive meeting Audit Treasury books Discuss committee personnel												Executive meeting Discuss potential Nominating Committee members, and open places for next year											
Programs/Workshops	Executive meeting Current year programs: confirm Feb/Mar presenters, and submit blurb/photos to newsletter	4 th Tuesday meeting	Confirm next Spring's workshop, March 31 4 th Tuesday meeting Current year programs: confirm Apr/May presenters, and submit blurb/photos to newsletter	4 th Tuesday meeting	4 th Tuesday meeting Current year programs: confirm Jun/Jul presenters, and submit blurb/photos to newsletter	Executive meeting. Confirm next Fall's workshop, June 30 4 th Tuesday meeting	4 th Tuesday meeting Current year programs: confirm Aug/Sept presenters, and submit blurb/photos to newsletter	4 th Tuesday meeting	4 th Tuesday meeting Current year programs: confirm Oct/Nov presenters, and submit blurb/photos to newsletter	Provide Programs and Workshop information for SIG Newsletter, October 1 4 th Tuesday meeting	4 th Tuesday meeting													
Show Committee	Executive meeting 15 th provide update to newsletter editor	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting													
Hospitality Committee	Executive meeting 15 th provide update to newsletter editor	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting													
Publicity Committee	Executive meeting 15 th provide update to newsletter editor	Meeting reminders 4 th Tuesday meeting	15 th provide update to newsletter editor Meeting reminders 4 th Tuesday meeting	Meeting reminders 4 th Tuesday meeting	15 th provide update to newsletter editor Meeting reminders 4 th Tuesday meeting	Executive meeting Meeting reminders 4 th Tuesday meeting	15 th provide update to newsletter editor Meeting reminders 4 th Tuesday meeting	Meeting reminders 4 th Tuesday meeting	15 th provide update to newsletter editor Meeting reminders 4 th Tuesday meeting	Meeting reminders 4 th Tuesday meeting	Meeting reminders 4 th Tuesday meeting													
Anniversary Reimbursement	Executive meeting. Provide recipient list to Newsletter, 1/15	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting	4 th Tuesday meeting, & Plan committee meeting for next year's award, providing potential budget to Treasurer												
SIG Facilitators	Executive meeting 15 th provide update to newsletter editor	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	Executive meeting 4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	4 th Tuesday meeting	15 th provide update to newsletter editor 4 th Tuesday meeting	Provide next year's SIG programs for SIG Newsletter, October 1 4 th Tuesday meeting	4 th Tuesday meeting													
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Spin in Facilitator

Executive meeting
15th provide
update to
newsletter editor

4th Tuesday
meeting

15th provide
update to
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4th Tuesday
meeting

15th provide
update to
newsletter
editor
4th Tuesday
meeting

Provide Spin-in
descriptions and
locations for SIG
Newsletter,
October 1
4th Tuesday meeting

4th Tuesday
meeting