

WRSW Jobs and Responsibilities Handbook

Purpose:

This handbook has been created to provide a standardized framework for the management of the elected and appointed offices of the Western Reserve Spinners and Weaver Guild. It is answering the probably universal cries of most guilds: “What does that job entail?” and “Why can’t I get more people to help?” It is our hope that by clarifying jobs and responsibilities, and setting up the structure to work within the framework of teamwork, that all will discover that WRSW will continue to be a strong and vibrant beacon into Northeast Ohio and beyond because all decide to do some, rather than a few try to do too much.

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Definitions:

Officers: The officers are ELECTED by the GUILD MEMBERSHIP, and consist of the President, Vice President, Secretary, Newsletter Editor, Treasurer, and Librarian. These positions are held for 1 year, though some of the positions may lend themselves to people remaining longer, as the duties or expertise requires. The officers are expected to “hold forth the beacon” of the guild and its purpose, which is “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts” through their careful administration and vigilance over guild activities. The officers jobs and responsibilities are noted in the first part of this document.

Committees: The committee chairs are APPOINTED by the PRESIDENT, and consist of Programs and Workshops, Show, Hospitality, Publicity, and Anniversary Reimbursement. There are also 2 other adjunct activities, which are the Special Interest Groups, and the Spin-Ins, which have facilitators and also fall under the jurisdiction of the guild. Where the officers usually have a term of duty, participation on a committee or facilitation of an adjunct activity can be as long as the member likes – from 1 year to a lifetime. Committees are made up of people who have a special talent or ability or “knack” that they can offer the guild, and their natural or developed interests in these non-fiber areas can be used to enhance the guild. The committee jobs and responsibilities are noted in the second part of this document.

Appendices: We have placed in the appendices some basic formats, boilerplates, and flowcharts that can be used in basic guild communications or as a timeline for duties that require teamwork. This has been done to show the ease of communication that can take place, and to model what it can look like when we are all working together for a common goal... “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts”.

Note for future updates: this is a fluid document, and will be changed and updated as guild duties and capacities expand. Reviews and updates should occur each calendar year divisible by 5 and as needed.

WRSW Jobs and Responsibilities Handbook

Job: President

Description from By-Laws: The President shall preside at all meetings, exercise general supervision, introduce guests and new members, and appoint and oversee the chairs for committees as needed.

Strengths: The President is the “keeper of the flame” in terms of the guild’s mission statement “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts”. This is what should inform and provide the motivation for all interactions with the executive committee, the chair heads, and with the guild membership at large.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Duties:

1. Appoints Committee chairs and oversees the general running of all guild business (Shows & Events; Hospitality; Public Relations; Reimbursement; Membership Team, SIG and Spin-in facilitators.)
2. Hold two Executive Committee meetings per year, in January and in June/July and as needed.
3. Introduce guests and new members at guild meetings.
4. Oversee newsletter in terms of content.
 - a. Provide a President’s Letter for each edition.
 - b. Sign off on final newsletter copy before going to publication.
5. Initiate and oversee yearly audit of finances, which takes place at the January Executive Committee meeting.
6. Choose location and date of the holiday party.
7. Attend regularly scheduled meetings.

WRSW Jobs and Responsibilities Handbook

Job: Vice President

Description from By-Laws: The Vice President shall be Chairman of the Program Committee, shall be responsible for all programs, and preside in the absence of the President.

Strengths: The Vice President is the first supporter of the President and the main example of the guild's mission statement "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts". Recognize the educational needs of the guild membership when exploring future programming.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Duties:

1. Chairman of Programs/Workshops Committee.
 - a. Will choose at least 2 other individuals from the membership to serve on the committee.
 - b. Initiate and lead Program and Workshops Committee meetings
2. Responsible for all programs and workshops for the next calendar year during current year in office.
3. Preside in the absence of the President.
4. Other duties as directed by the President.
5. Attend regularly scheduled meetings.

WRSW Jobs and Responsibilities Handbook

Job: Secretary/Membership Team

Description from By-Laws: The Secretary shall keep the minutes of all meetings, maintain the membership list, and will oversee correspondence, as needed.

Strengths: The Secretary/Membership Team person is the first impression of the guild to new members in terms of a welcome and as an introduction to the guild's activities and the guild's mission -- "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts". Accuracy and timeliness is important.

Requirements: Must have ready access to the Internet and a computer for ease of communication. Ability to maintain membership database in a spreadsheet program.

Duties:

1. Keep minutes of all meetings, and forward a copy of the minutes to the webmaster for archival purposes.
2. The Secretary partners with the Treasurer to form the Membership Team.
 - a. The Secretary will be informed by the Treasurer to update the membership list, to create a new nametag, and to send out the welcome packet which includes the welcome letter (*see appendices for form cover letter*) and PDF attachments of the most recent newsletter, SIG newsletter, current workshop materials, and other pertinent information, as needed.
3. Create nametags and bring them to each meeting, or solicit another member to bring them. Nametags are key to getting familiar with all the members on a monthly basis.
4. Compose and send correspondence, as needed.
5. Pass around attendance sign-up sheet at meeting, and transfer to an attendance log. This will enable us to know who's active.
6. Attend regularly scheduled meetings.
7. Other duties as directed by the President.

WRSW Jobs and Responsibilities Handbook

Job: Newsletter Editor

Description from By-Laws: The Newsletter Editor shall be responsible for the newsletter sent to members.

Strengths: The Newsletter Editor creates the publication that reflects in printed form the mission statement of the guild - "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts".

Requirements: Must have ready access to the Internet and a computer for ease of communication. Must be willing to learn Microsoft Publisher or similar program.

Duties:

1. Choose a team member to assist that has complementary skills.
2. Team creates a newsletter 5 times a year bi-monthly beginning in February and ending in November.
3. Sends reminders to Officers, Committee chairs, and SIG facilitators for reports.
4. Submit final draft to President prior to publication for final sign off.
5. Follows flowchart (*see appendices*) for deadlines.
6. Uses content template (*see appendices*) for editions, adding in additional content as available or required.
7. Sends out newsletters by E-mail and by the post, and sends a copy to the webmaster for archival purposes.
8. Attend regularly scheduled meetings.
9. Other duties as directed by the President.

WRSW Jobs and Responsibilities Handbook

Job: Treasurer/Membership Team

Description from By-Laws: The Treasurer shall have custody of funds, and shall pay all bills as presented. The Treasurer shall prepare a financial overview to be presented at the November meeting.

Strengths: The Treasurer is organized and supportive and facilitates the promotion of the guild's mission statement "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts". Accurate and timely bookkeeping.

Requirements: Must have ready access to the Internet and a computer for ease of communication, and be familiar with Excel or similar spreadsheet program.

Duties:

1. Manages deposits and disbursements.
2. Submits financials for audit at the January Executive Committee meeting.
3. The Treasurer partners with the Secretary to form the Membership Team.
 - a. The Treasurer will receive the membership form and dues.
 - b. The Treasurer will then put the new member on the roster and update access to the Members section of the website as they join.
 - c. The Treasurer will inform the Secretary of new members.
4. As a member of the Anniversary Reimbursement committee the Treasurer reviews qualified applications and disburses reimbursements under the direction of the committee.
5. Attend regularly scheduled meetings.
6. Other duties as directed by the President.

WRSW Jobs and Responsibilities Handbook

Job: Librarian

Description from By-Laws: The Librarian shall be responsible for the organization and control all reference materials.

Strengths: The Librarian promotes the guild's mission statement "to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts" by suggesting and providing books from the guild library, and is also involved in the purchasing of new materials (under Executive Committee direction) that also supports the guild mission.

Requirements: Must have ready access to the Internet and a computer for ease of communication, and be familiar with Library Thing entry system or willing to learn.

Duties:

1. Provide physical housing of the Guild Library.
2. Catalog and maintain library listing in LibraryThing.com software.
3. Provides or solicits a book/video review for each issue of the newsletter.
4. Provides a selection of recommended books for upcoming programs in the newsletter.
5. Provides a selection of recommended books at each program.
6. The Librarian, under the direction of the President and Executive Committee, will be authorized to make purchases for the library that reflect the mission of WRSW.
7. Responds to requests from the membership who want to borrow books or videos.
8. Attend regularly scheduled meetings.
9. Other duties as directed by the President.

WRSW Jobs and Responsibilities Handbook

Committees

Programs and Workshops-

Description from By-Laws: The Vice President shall chair the committee which shall plan programs for meetings and schedule workshops. A member of the committee shall introduce speakers.

Strengths: Members of this committee may enjoy creating educational environments for others. They may have skills in events planning, finding programs that further the guild mission “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts” by finding speakers, events, field trips, and workshops that will engage the guild membership. Ability to make advance planning and provide follow up support a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: for efficient running of this committee there should be a Chairman (the Vice President) and a minimum of 2 other committee members.

Duties:

1. Create a biennial needs assessment on each even-numbered year to determine guild educational needs.
2. Planning the next year’s programs. During the current year this committee makes the plans for the next calendar year of programs. The sooner that this process begins the better, for it may take several months to set this up. In order to properly entice members to look forward to the next year’s meetings, a list of programs should be ready to share by the October meeting or for the printing of the annual SIG Newsletter, whichever comes first. (2012)The guild has voted for a budget of \$600.00 (or as amended in the future) to be set aside each year for the use of materials and fees paid towards programs. Coordinate facility use with assigned Farmpark representative.
3. Planning the next year’s workshops. Utilize guild contract (*see appendices*). Traditionally we have had 2 workshops a year, one in the spring and one in the fall. Because most nationally known teachers plan their calendars out 2 years in advance, it’s imperative that confirmation the Spring workshop should happen as early as possible, preferably by March 31 of the year before the workshop. The Fall workshop should be confirmed by June 30 of the year before the workshop. Locating appropriate facilities is also important. With our current arrangement, Lake Metropark Farmpark gives us rent free space for one workshop, and to this point we’ve used that free space for our biggest (longest) workshop of the year. Any other workshops may be given at Farmpark as well, but it is suggested that we give a financial gift in thanks for the use of the space...usually about 100.00 (in 2015). Programs should be planned with the educational needs of the guild membership in mind. *Please note* that the proceeds of our workshops go towards the upkeep of our Anniversary Reimbursement Program, so workshops should not be planned to merely “break even”.

WRSW Jobs and Responsibilities Handbook

- Topics of study should have broad appeal within the scope of the discipline. Coordinate facility use with assigned Farmpark representative.
4. The Programs and Workshops Committee will coordinate with the Publicity Committee for the creation of all flyers, registration forms, news bulletins, E blasts, etc.
 5. The Programs and Workshops Committee will coordinate with the Treasurer for any events requiring bookkeeping (like a workshop).
 6. The Programs and Workshops Committee will use the Guild website and newsletter as needed to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of their committee tasks.
 7. Oversee all guild volunteer help associated with guild sponsored programs and workshops.
 8. Attend regularly scheduled meetings.

WRSW Jobs and Responsibilities Handbook

Show –

Description from By-Laws: This committee shall be responsible for organizing shows and special events.

Strengths: Members of this committee may enjoy creating events that feature the talents of guild members by means of various shows, demonstrations, sales opportunities, or displays of many kinds. They may have abilities in events planning, or creating special events that further the guild mission “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts” by guild members to the community at large. They are interested in promoting guild outreach into the community. Ability to make advance planning and provide follow up support a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication. Ability to house/store all guild signage and booth paraphernalia.

Personnel: for efficient running of this committee there should be a Chairman and a minimum of 2 other committee members.

Duties:

1. Encourage guild members to participate in guild outreach opportunities whenever possible.
2. Oversee guild demonstration opportunities. Members of this committee will confirm with Farmpark the two yearly demonstration obligations that we have to maintain access to free guild meeting space and one large workshop space. This committee will also manage all signups at the meetings and notification via the website of pending Farmpark demonstration obligations. This committee will also receive any requests from outside parties for craft demonstration and determine viability, including follow up and personnel assignment, as needed.
3. Oversee display of guild articles at local libraries. Members of this committee will arrange for appropriate items, display times, and set up/break down personnel to assist with all display opportunities.
4. Oversee all other guild special events and shows, including fashion or art shows and sales opportunities, as needed.
5. The Show Committee will coordinate with the Publicity Committee for the creation of all flyers, registration forms, news bulletins, E blasts, etc.
6. The Show Committee will coordinate with the Treasurer for any events requiring bookkeeping (like a sales event).
7. The Show Committee will use the Guild website and newsletter as needed to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of their committee tasks.
8. Oversee all guild volunteer help associated with guild sponsored outreach events.

WRSW Jobs and Responsibilities Handbook

Hospitality –

Description from By-Laws: This committee shall be responsible for organizing refreshments served at meetings.

Strengths: Members of this committee may enjoy showing hospitality to guild members and guests by providing food and drink. They may have abilities in setting a lovely table, or by creating a comfortable and welcoming place through refreshments. They are interested in assisting the guild by creating a welcoming atmosphere to meetings and to workshops. Ability to make advance planning and provide follow up support a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication. Ability to house/store all guild coffeepots, servingware, tableware, and other service paraphernalia.

Personnel: for efficient running of this committee there should be a Chairman and a minimum of 1 other committee member.

Duties:

1. Encourage guild members to participate by providing one plate of treats by means of a sign-up sheet at the start of each year. Follow up with those who have signed up to confirm participation that month.
2. Replace or update guild service supplies as needed and provide receipts to the Treasurer for reimbursement.
3. Committee members will take turns setting up the refreshment table each month.
4. Committee members will coordinate with Workshop Committee for refreshment needs at all workshops.
5. Committee members will coordinate with Show Committee for refreshment needs at all guild shows and events, as needed or required.
6. The Hospitality Committee will use the Guild website and newsletter as needed to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of their committee tasks.
7. Oversee all guild volunteer help associated with guild hospitality needs.

WRSW Jobs and Responsibilities Handbook

Publicity –

Description from By-Laws: This committee shall be responsible for all publicity and promotions of meetings and shows and other guild activities.

Strengths: Members of this committee may enjoy designing creative layouts for print/Eprint materials for special events. They may have abilities in marketing that could embrace the guild mission “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts”. They may enjoy making connections in the fields of newspapers, local television or radio in order to support guild activities. They are interested in promoting guild outreach into the community. Ability to work in tandem with other committees to create the appropriate support materials a plus.

Requirements: Must have ready access to the Internet and a computer for ease of communication. Must be willing to learn Microsoft Publisher or similar program in order to create professional looking materials that reflect the WRSW brand.

Personnel: for efficient running of this committee there should be a Chairman and a minimum of 2 other committee members.

Duties:

1. Collaborate with the Executive, Programs and Workshops, and Show Committees to create high quality promotional materials. This may involve reminding the Workshop committee to obtain appropriate workshop course descriptions in Word document format, and project photos and instructor headshots in JPG or TIF formats that can be used for workshop flyers and promotional pieces.
2. Create and publish the yearly SIG Newsletter for the October meeting. This will help to garner interest in the coming year’s activities, and encourage members to re-up their membership.
3. The Publicity Committee will keep the membership informed of upcoming guild meetings and events. Notices should be sent out approximately 2 weeks prior to the event, and if possible, a follow up reminder 2-3 days before the event.
4. Connect with other local area guilds to promote WRSW activities.
5. Make connections in radio, television, and internet/printed media, as needed. This includes trade publications like Handwoven, Spin Off, and Shuttle, Spindle & Dyepot, for example.
6. The Publicity Committee will coordinate with the Executive Committee for any expenditure needs.
7. The Publicity Committee will use the Guild website and newsletter as needed to communicate with members, or to elicit help, suggestions, or opinions on topics pertinent to the running of their committee tasks.
8. Oversee all guild volunteer help associated with Publicity needs.
9. Attend regularly scheduled meetings.

WRSW Jobs and Responsibilities Handbook

Executive –

Description from By-Laws: This committee shall consist of the officers and the committee chairs, and will meet upon the call of the President.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: President, Vice President, Secretary, Newsletter Editor, Treasurer, Librarian, Committee Chairs.

Duties:

1. Hold two Executive Committee meetings per year, in January and in June/July and as needed.
2. Discuss current events and needs.
3. Discuss future goals and needs.
4. Attend regularly scheduled meetings.

WRSW Jobs and Responsibilities Handbook

Anniversary Reimbursement –

Description from By-Laws: Having been voted in by the membership in April 2013, it is not listed in the most recent update of the By-Laws. The following is from the program charter: A committee will be chosen to administer the scholarship. It should include the Treasurer and 1 or 2 other people, neither of whom are eligible in the given year. The committee will not need to choose from among the applications, but will need to make sure that all eligible recipients fulfill application requirements for reimbursement.

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: Treasurer and 2 other committee members.

Duties:

1. First week of January – send out notices to guild members that meet eligibility requirements.
 - a. Celebrating an anniversary in an increment of 5 (5th year, 10, 15, 20, etc.)
 - b. Any “active” member eligible. Active = attends meetings, demonstrates at guild demonstration events, attends workshops as possible, and/or holds an Executive office and/or participates on a Committee. Implied in this is that this kind of activity is happening over the duration of guild membership, not just in the award year. Review guild documents to confirm eligibility.
2. Provide list of participants for February/March newsletter.
3. Review incoming documentation from recipients to confirm appropriate steps have been taken:
 - a. Reimbursement provided after class is taken and paid for.
 - b. Recipient must include a 250 word article plus photos, or provide a guild program or workshop based on their class experience. They must also include a copy of the Single class price (no room & board or materials fees).
 - c. As per the Program charter, reimbursement is set at 80% of the Single class price up to the amount of \$300. Committee will ask the Treasurer to release these funds once the requirements have all been met.
4. Provide articles and photos to the Newsletter Editor by 2 weeks prior to newsletter publication.
5. Attend regularly scheduled meetings.

Adjunct Activities

Special Interest Groups (SIG) facilitator -

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Personnel: (2015) SIG facilitators are in the following areas: Focus on Felt, Lace, Spinning, Weaving. This list of duties will also expand to include any special interest groups that will be added in the future. *One of these facilitators should be appointed chair by the consensus of the other SIG facilitators, and represent the SIGs at the Executive Committee meeting.*

Duties:

1. Oversee the meeting times, dates and locations of all SIG meetings
2. Provide regular communication with all SIG participants
3. Confirm guild membership (with the exception of the Lace SIG) prior to the start of each year.
4. As needed, prepare SIG projects, assign teaching duties, etc.
5. Provide an update of SIG activities for each issue of the guild newsletter, and submit by 2 weeks before publication.
6. Provide an update of SIG activities at each meeting.
7. In order to properly entice members to look forward to the next year's meetings, a description of SIGs and accompanying photos should be ready to share by the October meeting or for the printing of the annual SIG Newsletter, whichever comes first.
8. Attend regularly scheduled meetings.

In addition, the SIG chairman will have the additional duties:

1. Attend all Executive Committee meetings as called by the President.
 - a. Prepare a report of SIG activities
 - b. Provide a list of members, as requested
 - c. Provide input, as requested by the President

WRSW Jobs and Responsibilities Handbook

Spin in facilitator -

Requirements: Must have ready access to the Internet and a computer for ease of communication.

Duties:

1. Oversee the meeting times, dates and locations of all Spin-In meetings.
2. Attend all Executive Committee meetings as called by the President.
 - a. Prepare a report of Spin in activities
 - b. Provide a list of attenders, as requested
 - c. Provide input, as requested by the President
3. Promote the WRSW mission “to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts” in this guild community outreach by providing guild materials (WRSW brochure and SIG newsletter). This is truly an “ambassador” position within the guild and is a great opportunity to show your love of fiber and to encourage others in their fiber pursuits, especially as it pertains to potential guild membership.
4. In order to properly entice members to look forward to the next year’s meetings, a description of spin-ins and accompanying photos should be ready to share by the October meeting or for the printing of the annual SIG Newsletter, whichever comes first.

WRSW Jobs and Responsibilities Handbook

Appendices –

Welcome packet letter:

Dear _____,

Welcome to Western Reserve Spinners and Weavers Guild! We have a lot of exciting things happening this year—our 41st—and are glad that you have chosen to join us.

There are many ways to stay in touch with other members and stay informed of WRSW activities:

- **[WRSW web site](#)** Your name has already been added to the Roster and you now have access to the [Members Only](#) section of the web site. Your sign-in is _____ and your password is pickapassword, which you can change by clicking on the “forgot password” after your initial sign-in. When you sign in, please check the Roster to insure that your name and address are correct.
- **Email** Your email address has been added to the list to receive any updates from both the Members Only and Public areas of the WRSW web site. You may unsubscribe at any time.
- **[Special Interest Groups](#)** The following SIGs are available for you to join at no additional charge (except for materials): Bobbin Lace, Focus on Felt, Spinning, and Weaving. If you are a spinner, you may want to subscribe to the [Spin-in](#) page.
- **[Yahoo Group](#)** We encourage you to join our Yahoo list serve if you wish to participate in social chit chat, ask questions or list announcements. Just another way to stay informed.

I have attached some more information for you including the Meeting Schedule with Topics, SIG schedule, the most recent issue of our newsletter and information on upcoming workshops. We meet on the 4th Tuesday of each month (except January), 7:00 PM, at Lake Metroparks Farmpark, [8800 Chardon Road, Kirtland, OH 44094](#). Join us from 6 – 7 before the meeting with your current project for some casual work time!

Our next meeting is _____ . We hope to see you there!

JoEllen Salkin

WRSW Jobs and Responsibilities Handbook

Content Template for Newsletter: newsletter should have this every month

1. Logo
2. Name of Organization
3. Date of Publication or Issue
4. Mission Statement
5. Affiliations (E.G. HGA, Midwest Weavers, etc.)
6. Names and contact information (Email): Officers, Committee Chairpersons
7. Technology links
 - a. Guild Website – strictly for guild business
 - b. Yahoo Group – off topic – not used for guild business
 - c. LibraryThing – a listing of WRSW’s library holdings
 - d. Café Press store for WRSW swag
8. Meeting Calendar – for a minimum of 3 meetings, or more as space allows.
9. Paragraphs on upcoming programs covered in the issue.
10. President’s Letter
11. Library – book review/New Acquisitions
12. SIG reports: Focus on Felt, Lace, Spinning, Weaving, etc.
13. Committee News
 - a. Reimbursement Committee – February notice of recipients, articles presented throughout the year.
 - b. Membership Team – Announcement of new members
 - c. Shows & Events – if anything is pertinent for the “shelf life” of the newsletter
 - d. Programs & workshops – if anything is pertinent for the “shelf life” of the newsletter”
14. Notices pertaining to workshops offered by other guilds. These should be added as space allows, and not take up more than 1/3 to ½ page.

WRSW Jobs and Responsibilities Handbook

Copy of WRSW Workshop contract (actual electronic copy to be given to Workshop Committee Chair):



Instructor:

Address:

Phone:

Email:

Workshop Title:

Workshop Dates:

Workshop Times:

Workshop Fee:

Supply Fee:

Travel Expenses: \$.56/mile

Willing to stay with a guild member?

Lodging Expenses:

Food Expenses: We will provide

Other Expenses:

Equipment Instructor needs supplied for workshop: (tables/slide projector/etc.)

Maximum attendance for workshop:

Special needs (special diet/smoking/non-smoking environment):

Cancellation Policy:

I agree not to offer the same workshop(s) within a 75-mile radius for a 2-month period prior to or after the above mentioned dates.

Please sign two copies of the form, mail both to the address below. I will send signed copy (PDF) to you for your records.

Western Reserve Spinners & Weavers Guild
c/o WRSW VP, Chairman of the Workshops Committee

WRSW Jobs and Responsibilities Handbook

Address
City, State, ZIP
Country, if needed for international teacher

Date: Workshop Chairperson: _____

Date: Workshop Instructor: _____

In respect for those with breathing difficulties, we request that all workshops are fragrance free and non-smoking. Thank you.