

North Country Spinners, Inc.

Procedural Document

Summary: The purpose of the document is to provide clarity to the established roles within North Country Spinners and to provide guidance concerning procedures and expectations.

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Role Definitions

Role: The Board (as a governing body)

Summary: The role of the Board is to review, discuss and administer guild business in accordance with the guild by-laws.

The Board is a governing body made of those serving in elected positions.

Position Specifics:

- Meet at least once quarterly plus on an as-needed basis to review and discuss guild business, including, but not limited to:
 - Receiving reports from each board member
 - Approving the plans of all committees
 - Approving the budget and any expenditures not included within the budget
 - Fixing the place, date and hours of the meetings and submitting the annual meeting schedule to the manager of the meeting location
 - Releasing officers who are unable to perform their duties.
- Ensure guild procedures are reviewed at least once annually by the individuals filling the respective roles, as well as the board as a whole, and ensure the document is updated/amended as needed. Ensure a current copy is posted on the member-only section of the website.
- Ensure a nominating committee if formed in accordance with the by-laws, and provide committee with information necessary to perform its duties. Direct nominating committee to review the procedures document and use as a tool in discussing open positions with prospective nominees.

Anticipated Reimbursable Expenses: (It is the responsibility of the Board to ensure the timely submission of reasonable receipts to the Treasurer).

Typical expenses include: Generally none, excepting a possible acknowledgement to Green Township (cookie tray) in thanks for the free use of the facility.

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Role Definitions

Role: President

Summary: The role of the President is to lead the guild, overseeing other positions, and to be present at meetings, making sure we are fulfilling our mission statement.

The President is an elected position and sits on the NCS board.

Position Specifics:

- Preside at all meetings of the guild and of the Executive Board. (The Executive Board is to meet at least once per quarter.)
- Be very familiar with the Guild by-laws and ensure they are faithfully observed.
- Exercise general supervision over the affairs of the guild.
- Ensure that all officers of the guild properly perform their duties.
- With counsel of the Executive Board, appoint the Newsletter Editor, the Historian, the Hospitality and the Outreach chairpersons and chairpersons of any additional guild committees.
- Exercise the power to cast the deciding vote, in case of a tie in voting by either the membership or the Executive Board.
- Appoint two (2) members to audit the Treasurer's accounts at the beginning of each year.
- Obtain guild approval for all formally proposed activities.

Anticipated Reimbursable Expenses: (It is the responsibility of the President to ensure the timely submission of reasonable receipts to the Treasurer.)

Typical expenses include: None identified.

North Country Spinners, Inc.**Procedural Document****Role Definitions****Role: Vice President**

Summary: The role of the Vice President is to “assist the President in the discharge of his/her duties “.

The President is an elected position and sits on the NCS board.

Position Specifics:

- Perform the duties of the President in the event of his/her absence or disability. This typically would include moderating board meetings and guild meetings.
- Coordinate the annual guild charity project. The Vice-president is responsible for identifying one or more suitable projects and rallying the guild members to participate. The latter would include reminders at monthly meetings and status updates in the monthly newsletters.
- Sign checks on behalf of the Treasurer, if the Treasurer is unavailable.

Anticipated Reimbursable Expenses: (It is the responsibility of the Vice President to ensure the timely submission of reasonable receipts to the Treasurer)

Typical expenses include: There are typically no expenses incurred by the Vice President.

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Role Definitions

Role: Secretary

Summary: The role of the Secretary is to attend all guild business meeting and Executive Board meetings to records, transcribe, publish and archive the minutes set forth; and to communicate the wishes of the Executive Board to the membership.

The Secretary is an elected position and sits on the NCS board.

Position Specifics:

Meeting Minutes

- Secure position adjacent to person running Business/Executive Board meeting (usually the President).
- Following Robert's Rules of Order, record all that is being said and by whom.
- Transcribe minutes neatly.
- Send a copy of the quarterly business meeting minutes to the Newsletter Chair, in accordance with newsletter submission deadlines, for publication in the NCS Newsletter just prior to the next business meeting. Orally report minutes at next business meeting. Following approval of the minutes, archive a copy into the NCS Minutes Binder.
- After each Executive Board meeting, provide a copy of the minutes to each board member for review.
- Then, at the next board meeting, orally report those minutes and ask board members to approve them. Once approved, sign the minutes and archive a copy into the NCS Minutes Binder.

NCS Board Correspondence

- Correspond, via whatever means deemed appropriate, the wishes of the Executive Board to the guild membership (ie: email, mail, phone).

Other

- Perform duties the President may request.

Anticipated Reimbursable Expenses: (It is the responsibility of the Secretary to ensure the timely submission of reasonable receipts to the Treasurer).

Typical expenses include: pens, paper, envelopes, printer cartridges, postage.

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Role Definitions

Role: Treasurer

Summary: The role of the Treasurer is to oversee and report on the guild's finances, maintain the guild's bank accounts and other financial records, pay its expenses, perform all tax reporting and liaise with taxation authorities as needed, prepare the annual internal audit, and make recommendations regarding the guild's current and continued financial health, including income, expenses, budgets, proposed expenses, etc.

The Treasurer is an elected position and sits on the NCS board.

Position Specifics:

Ongoing:

- Receive receipts and bills for expenses and remit payments and reimbursements; deposit to bank all guild income (membership dues, donations or grants) as required. (Concerning reimbursements, the treasurer requires Board approval for expenses above the limit in place at the time.)
- Collect deposit receipts from Membership Chair if he/she is designated with the task of depositing membership income.
- Log all financial transactions and prepare a quarterly income and expense report; give an electronic copy of the report to the Secretary for disbursement to members prior to the quarterly business meeting; explain any items in the report as required at business meetings or when asked.
- Liaise with the liability insurance agent/company and with the bank.
- Ensure that W-9 forms are filled in by and received back from any contractors, such as outside instructors.
- Advise and assist the Board and committee heads in all financial matters.
- Complete a financial income/expense report for every workshop or program-and-workshop and review it with the Board.
- Maintain, on-hand, relevant paper records of guild financial transactions for two years, give important documents to guild historian after two years; maintain electronic records of financial transactions indefinitely, both current and historical.
- In the year following your term end, work with new Treasurer to change log-ins and registered agent addresses, etc., as needed, as well as be available to answer questions or advise.

Monthly Timeline:

Last Updated: 10/20/2019

January

- Fill out and file forms 1099 and 1096 for tax reporting of all contractors paid \$600 or more in the previous year, due January 31.
- Prepare the documents needed for the internal audit, which is conducted at the February business meeting and administered by the President; answer any inquiries raised by the auditors; receive and file one signed copy of the audit report when finalized, the other copy goes to President or Historian.
- The January after official term end, provide guidance, training and all checks, log-ins/passcodes, debit cards, records, form templates, including electronic, to the incoming Treasurer; prepare all 1099/1096 forms, internal audit and financial reports pertaining to the previous fiscal year. Use preparation of these reports as teaching tools for the new Treasurer.

February

- Pay annual PO Box fee (bill is sent to PO Box in Hope, NJ)

May

- File the annual online federal tax reporting, the e-postcard, Form 990, by May 15th.

July

- File and pay the NJ Annual Report, online, by July 31. Notice from NJ arrives via USPS in early May to the registered agent's address (usually, this is the Treasurer.)

August

- Coordinate with Skein Competition administrator to make sure the judge gets paid and that Skein Competition staff has the necessary cash needed to give out prizes at GSSB (can send administrator a check which she can take to her bank and cash in the denominations needed.)
- Pay Liability Insurance by August 22. (Bill is sent to PO Box.)

September

- Reconcile the income/expenses from GSSB, including unused Skein Competition money.

November

- Provide an additional income/expense report specifically for GSSB.
- Request COI from liability insurance agent to give President for meeting room.

December

- In termination year of position, liaise with bank and Board to effect smooth transition of account signage to incoming Treasurer and Vice President.

Anticipated Reimbursable Expenses: (The Treasurer must keep record of his/her own expenses and reimbursements, to be included in annual audit).

Typical expenses include: office supplies, postage, checks.

Role: Program Chair

Summary: The role of the Program Chair is to develop and coordinate educational programs and workshops for the benefit of the North Country Spinners, Inc. The Program Chair is an elected position and sits on the NCS board.

** For the purpose of clarity, the term “Program” and “Workshop” are defined as follows:

A **program** is a lecture, event or demonstration presented to the full guild membership at a regularly scheduled monthly meeting and is funded by the guild. A program can be presented by either a guild or non-guild member. Guild members presenting a program do not receive payment to present a program. If the program requires material supplies, the guild presenter is able to make a reimbursable purchase of program supplies up to \$100 without prior board approval. If the cost of materials is anticipated to exceed \$100, board approval is needed. The guild presenter should work directly with the program chair, who will present a proposal to approve additional funding directly to the board. Non-guild presenters will be secured by the program chair with board approval. There may occasionally be and additional materials cost to participate in a hands-on demo.

A **workshop** is an event that takes place outside of the regular guild meeting structure, is organized by the program committee with the approval of the board, and is funded by the participants. Since workshop instructors often impose restrictions on class size, workshop participation by guild members may be limited and not available to the full membership. Therefore, the guild does not fund workshops. Participating members bear the cost.

Position Specifics:

The program Chairperson is responsible for soliciting and selecting volunteers to serve on the program committee as needed. The work of the committee will support both guild programs and workshops.

Program Coordination: The Program Chair coordinates guild programs using the following protocol:

- Ideas for programs may come from guild members, including those serving on the program committee, as well as the Program Chair.
- Although the review of ideas is a collaborative effort, the Program Chair has responsibility for oversight of the committee as well as the final decision.
- Program Planning for monthly meetings should provide for the following:
 - Six full-length programs or mini-workshops lasting 1 – 2 hours.
 - Four short programs or videos following quarterly business meetings.
 - One “Dye Day” program, traditionally in August or September.
 - No program needed for December Christmas Party.
- Programs presented by a non-guild member are coordinated by the program chair with the assistance of the program committee.
- “Bad weather” months (January and February) usually feature local talent in case of cancellation due to weather conditions.
- Send a letter of agreement and contract to program lecturer as needed.

Workshop Coordination: The Program Chair coordinates workshops using the following protocol:

- The Program Chair/Board solicits workshop ideas/proposals from the guild membership.
- The ideas/proposals are submitted to the program chair for review.
- The program chair presents the submissions to the program committee, with whom an initial review of submissions is performed.
- After an initial review and elimination, the committee costs out each proposal as best as possible and presents a list of its recommendations, with approximate costs per participant, to the guild members. When costing out a workshop, the committee should consider:
 - Per diem presenter cost
 - Presenter's travel expenses (air fare, tolls, mileage rate)
 - Presenter's lodging expenses (hotel or hosted by member)
 - Presenter's food/meal expenses
 - Venue costs
 - Green Township Municipal building is available on weekends if not already reserved by another group.
 - If municipal building is not available, identify alternate venues. Consider cost, distance to lodging, method of transport for mentor to/from venue.
 - Possible materials costs (may be included in overall per person cost or may be charged separately)
- When evaluating mentors, the committee should review:
 - Workshops available with descriptions
 - Class size
 - Level of experience needed to participate
 - Workshop length (1/2 day = 3 - 3 1/2 hours; full day = 6 - 7 hours)
 - Materials needed (additional materials cost + what participants need to bring)
 - Equipment needed (tables, projectors, movie screens, etc.)
 - Cancellation policy
- The guild members review the list presented by the committee and check off all workshops they would attend. These results are returned to the program chair for further review by the committee. The committee then selects the optimal workshops to pursue.
- Based on the above, the committee will contact the potential presenters for concrete date availability. The committee then will determine possible workshop dates, prioritize their final selections and present their findings to the board.
- With board approval, the committee will then contact the approved presenter to draw up a letter of agreement and contract.

*****NOTE** - Most 'names' on the workshop circuit need a 1 – 2 year lead time, so developing workshops on an ongoing basis requires continual long range planning.***

After a contract has been booked:

- Once a contract has been booked, the committee will begin accepting registrations on a first come-first serve basis, beginning with a date specified by the committee. The method of *how* registrations will be accepted (in-person or via mail) may vary from workshop to workshop depending on the needs at that time. The committee will provide clear instructions prior to membership before opening up registration.
- The workshop fee is to be paid in full at time of registration, as required in the bylaws.

- Unfilled workshop spots will be made available to non-guild members 45 days prior to the workshop date.
- In the event the workshop mentor also presents a program at the regular guild meeting, a charge in the amount of \$10.00 will be assessed to any non-guild members who attend the program presentation, regardless of if they also are also attending the workshop. The program Chair is responsible for collecting this fee.
- Should a member agree to host a mentor at their home, the member's workshop fee will be waived in lieu of reimbursement of related costs to host the mentor. The member, however, still will be responsible for payment of workshop materials fees, if any.
- Cancellations must be reported to the workshop committee, which will use a waiting list to determine replacement attendees. A refund of the workshop fee will only be made if and after the vacancy is filled by another attendee. (In the event of a cancellation due to a catastrophic event, a refund *may* be granted at the discretion of the committee).
- Excess revenues, should they occur, will be retained by the Guild and be applied to expenses for future programs to benefit the entire guild.

Equipment:

The program chair, or a person appointed by the program chair, will be responsible for the oversight and storage of the guild audio/visual equipment in a space suitable for safe storage of electronic equipment.

Anticipated Reimbursable Expenses: It is the responsibility of the Program Chair to ensure the timely submission of reasonable receipts to the Treasurer.

Typical expenses would include paper, ink , stamps and possible re-imbursement of program expenses: \$100 per month for demonstration materials (*Not in business meeting months or in December - \$700*).

Workshop Expenses: Paid by participant.

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Role Definitions

Role: Membership Chair

Summary: The role of the membership chair is to accept new and renewing membership applications & dues, update and maintain membership lists and related demographics, track attendance, provide membership name tags, and disseminate copies of the membership list. The membership chair is an elected position and sits on the NCS board.

Position Specifics:

At each meeting:

- A sign-in list should be made available for members and guests to check in. Ensure all members and guests have signed in.
- Name tags should also be set out by the sign in sheet, which members are to wear during the meeting. (The boxes with the name tags are currently stored in the kitchen closet of our meeting facility at the Green Township Municipal building. If venue should change, the Membership Chair would be responsible for making alternative storage arrangements.) Ensure that all tags have been returned at the conclusion of the meeting.
- Have blank membership forms available. (Extra forms are stored in one of the name tag boxes)
- Greet guests and encourage guests to introduce themselves during the meeting. Help answer membership questions, as they arise. Have available a copy of the NCS pamphlet to provide to new/potential new members. Providing a copy of the bylaws to new members has also been recommended, but is available digitally on the guild website.

Annual Membership:

- Update the membership form as needed to reflect the upcoming year, and make any form updates as needed.
- Send a copy of the membership form to the Newsletter Chair for inclusion in the newsletter. Insomuch as the dues are to be paid prior to the first scheduled meeting of the New Year, it is advisable that the membership form be included in the October, November and December editions of the newsletter to allow ample time for members to submit their renewals/dues.
- Receive membership forms and dues via mail and at meetings.
- Coordinate deposit of funds with Treasurer. (In some cases, the Treasurer may deposit the funds. In other cases (due to logistics), the Membership Chair may deposit receipts. In the case of the latter, a copy of the deposit receipt, along with the following information, is to be mailed

to the treasurer: member name, amount paid, date paid, means of payment (cash or check), and if payment is made by check, the check number).

- The Newsletter Chair is to receive the bottom portion of the form, as evidence that the member is to be added to the newsletter distribution list for the coming year. If forms are received at the meetings, the bottom portion may be given directly to the Newsletter Chair. However, in some cases and due to timing sensitivities, that information may needed to be communicated via e-mail.
- Share the names of NEW members with the Newsletter Chair, as well as words of welcome, for inclusion in the newsletter. Send a note of welcome to new members, inviting them to visit the website to learn more about guild by-laws and procedures and to request permission from the site administrator to join the member-only section.
- Build the new membership list for the upcoming year, as forms are received. Record demographic information. The demographic information includes information about teaching interests and hospitality interests. This information should be shared with the Program Chair and Hospitality Chair, respectively, as this information may be valuable to them in their roles.
- Provide updated membership lists via e-mail to the guild membership as new members are added. Keep hard copies on hand, in case a member requests one. Be sure to submit a 'final' version and reconciliation to the Treasurer at year-end that documents all members for that calendar year.

Other:

- NJ Wool & Sheep Festival – Each year, NCS participates in this festival. A membership table is made available, where guests may ask about the guild, inquire about membership, and even join. NCS brochures and membership forms are to be made available for this event. It is not mandated that the Membership Chair need be present, although someone able to represent the guild in this capacity should be available. In the event the Membership Chair is unable to attend the festival, it is advisable that the coordinate with another member concerning the routing of completed membership forms and dues payments, should any be received.
- After the year has ended, and after any need to retain the prior year's paperwork has passed, that year's membership folder, inclusive of membership forms, attendance, and a final membership list, should be turned over to the Historian for retention.

Anticipated Reimbursable Costs: (It is the responsibility of this Membership Chair to provide receipts for reasonable expenses to the Treasurer in a timely manner).

Typical expenses would include paper, ink, envelopes, stamps, name tag holders, name tag inserts, lanyards.

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Role Definitions

Role: Digital Media Chair

Summary: The role of the Digital Media chair is to maintain and update the NCS website, as well as the NCS's Facebook and Ravelry groups.

The Digital Media Chair is an appointed position and does not sit on the NCS board.

Position Specifics:

Website

- Our web site is: northcountryspinners.com
- Our website is on WIX.com
- Update and maintain the site: Of particular importance is posting upcoming events, meetings and other information onto the site in a timely manner. Make sure information in the member-only section is routinely updated. Share photos taken at meetings/events and keep topics current.
- Typical Member-Only content: Procedure list, Membership List, Inclement Weather Protocol, etc
- Approve requests for access to member-only section of site, and routinely review those with access against a current guild membership list to ensure only guild members have access.
- Ensure invoice for annual renewal of our domain name(website) is received and submit the annual bill to the treasurer for timely payment. (As of this writing, the annual fee is charged automatically to the guild credit card).
- Review the classifieds section on the site and update monthly.

****IMPORTANT**** To protect the privacy of our members, it is very important that personally identifiable information NOT be posted on public portion of the web.

Ravelry

- Approve new members and moderate the forum
- Encourage participants to share their projects, questions, knowledge and enthusiasm!

Facebook

- **Post event notices, pictures, etc.**

Anticipated Reimbursement of Expenditures: (It is the responsibility of the Digital Media Chair to provide receipts of reasonable expenses to the Treasurer in a timely manner).

Typical expenses include: Annual web site (domain) fee.

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Role Definitions

Role: GSSB Chair

Summary: The role of the GSSB Chair is to coordinate NCS' participation in the annual Garden State Sheep Breeders (GSSB) event, including the annual skein competition.

The GSSB chair is an appointed position and does not sit on the NCS board.

Position Specifics:

GSSB (except Skein Competition)

Inventory needed to stage NCS' booth at GSSB are currently stored with our Equipment Chair. The inventory consists of a bin of supplies, a tube contacting our banners, two ground covers and four sets of racks with stands. Also stored should be extra CD hand spindles and rovings. Inventory should be assessed well in advance of the event, to ensure adequate supplies are on hand.

Current contacts for GSSB are Kevin & Reni Melvin (kmelvinnjsheep@gmail.com and stonemanorfarm@gmail.com) and Anne Choi (anne@middlebrookfarms.com). Andrea Holladay (mostlymohair@gmail.com) is the contact for website issues.

- In January:
 - Contact the competition skein manager and judge to determine if there will be any changes and/or modifications to the competition.
 - Should there be any changes and/or modification necessary, update competition rules, forms, etc. with revisions.
 - Contact GSSB webmaster, Andrea Holladay, with above revisions and contact GSSB staff, Reni Melvin, to let them know equipment that will be needed; usually 4 tables and 24 chairs.
 - Secure NCS Board approval for any needed equipment or supplies.
- In April/May:
 - Begin publicizing the event at the guild meetings; explain to new members what GSSB is, and begin soliciting sign-ups for help.
 - Secure a skein manager, judge, scribe and assistant for the skein competition. Give them each the necessary paperwork pertinent to their respective functions. Secure a volunteer to decorate display boards and tables.
- In June/July:
 - Plan on 'theme' for table displays.
 - Check inventory for spindle and sundry supplies.

- Check with the competition skein manager and judge to make sure they have everything they need.
- Start getting solid confirmations from volunteers, including those willing to teach hand spindle classes. Assign a lead person for hand spindle classes to be responsible for monies collected.
- Submit a short article to the NCS Newsletter promoting GSSB.
- In August:
 - Make any needed display signs for the tables.
 - Confirm Membership Chair or designee will be present to greet guests and provide membership brochures and forms. (Membership Chair to provide all membership materials).
 - Make copies of any other desired handouts.
 - Double check inventories and purchase any needed supplies.
 - Pick up supplies from Library Chair.
 - Contact "Treasure Hunt newspaper at (https://treasurehunt.online/pages/calendar_ads) for free ad.
 - Send out reminder emails to all personnel and volunteers, instructing them of their responsibilities, including what time to arrive at the fairgrounds. Find out if they need anything.
 - Secure Prize Monies/Premiums from the Treasurer.
- Day before event:
 - Arrange tables and chairs.
 - Rake area and put down ground covers.
 - Set up display racks.
 - Hang curtains for judges.
 - Set up any decorations or displays that are available at that time.
- Day of event:
 - Arrive early and finish any remaining set up. Your recommended arrival time is 7:45 AM.
- Event Conclusion:
 - Take down all displays, clean any items as needed (curtains, etc.), pack all supplies and return to Library Chair for storage.
 - Collect all paperwork and monies from assigned personnel.
 - Give monies to NCS Treasurer with breakdown of where they came from. (skein competition, spindle class, etc.)
 - Make a report for NCS, including Spindle Class numbers and Skein Competition numbers.
 - Record any recommended improvements for the next year.

Skein Competition

- Duties of the Skein Manager (responsible for the welfare of all skeins entered into the competition before and after judging)

- Review Contest Rules and Competition Details. Secure forms, paperwork and materials including Prize Ribbons from GSSB Chair.
- Prior to GSSB, accept skeins via mail or from guild members and record them on Take-In Sheet.
- Saturday AM GSSB, report to the fairgrounds at 7:30-7:45 AM and set up area to collect skeins. Collect and record skeins with fees on Take-In Form between 8:00-10:00 AM. Make sure submitted entry forms are fully filled out while person is present. Put skeins in the appropriate Skein Entry Bags. No skeins will be collected after 10:00 AM. Give Skein Bags with entries to Skein Competition Assistant to be judged.
- While judging is going on, prepare prize envelopes with assigned premiums.
- After judging, collect the Skein Entry Bags. Record prize winners on Prize Winners form. Put prize envelopes on skeins.
- Sunday AM GSSB, report to fairgrounds at 8:00 AM. Give winning skeins to volunteer to decorate display boards. Between 3:00-4:00 PM, using Take-In Form, distribute skeins back to entrants.
- Give all completed forms including entry forms, monies collected, leftover prize ribbons and leftover prize money to GSSB Chair.
- After GSSB, send out any entries that need mailing. Record any items/ideas that need attention for next year.
- Duties of the Judge (responsible for making sure the rules of the skein competition are followed in a fair, impartial and unbiased way)
 - Review Contest Rules and Competition Details. Bring all materials needed to judge competition.
 - Saturday AM GSSB, report to the fairgrounds no later than 9:45 AM. Be ready start the judging process promptly at 10:00AM.
 - Dictate comments to scribe to record.
- Duties of the Scribe (responsible for recording comments of the judge on the comment card of entries)
 - Saturday AM GSSB, report to fairgrounds no later than 9:00 AM and set up judging table with all necessary items. Be ready to start judging process promptly at 10:00 AM.
 - During skein judging process remain neutral and offer opinion when asked.
 - When scribing for the judge:
 - a. Record all comments made by the judge on a judging sheet and attach to index card on skein.
 - b. Keep track and record number of skeins entered in each class and changes/reassignments made by the judge.
 - c. After class is judged, hand skeins back to the assistant.
 - d. After judging process ends, give all forms to Skein Manager to give to GSSB Chair.
- Duties of the Assistant to the Judge (responsible for the welfare of all skeins during judging process, policing the judging area and ensuring the judging process runs smoothly and efficiently)
 - Secure judging forms and materials needed for judging from GSSB Chair.

- Saturday AM GSSB, report to fairgrounds no later than 9:00 AM and set up judging table with all necessary items. Promptly at 10:00 AM, retrieve Skein Entry Bags and Entries from Skein Manager. No other skeins/entries will be received after 10:00 AM. Judging is not open to the public and the identity of the judge is to remain anonymous. You are responsible to “police” the judging area.
- During skein judging process remain neutral and offer opinion only when asked.
- When presenting skeins to the judge:
 - a. Remove all entries from one Skein Entry Bag at a time in order of classes listed in the rules.
 - b. Open all hanks to full length and lay on table in front of judge. While judge dictates comments to scribe and scribe attaches comments to comment card, prep the next class of skeins to be judged. Scribe gives judged skeins back to assistant.
 - c. Present next class to judge as above. While judge dictates comments to scribe, re-hank skeins making sure to set aside 1st, 2nd and 3rd place skeins. Attach prize ribbons to winning skeins. Put all entries back in assigned Skein Entry Bag but reserve 1st place skein from each class for Best-in-Show at end of judging. Prep next class of skeins to be judged as above.
 - d. Repeat the above process until all classes are judge.
 - e. For Best-in-Show, open all 1st place hanks and present to judge as above. After final decision, re-hank skeins and attach Best-In-Show ribbon to winning skein.
 - f. After judging process ends, give all Skein Entry Bags and Entries back to Skein Manager and clean up the judging area.

Anticipated Reimbursement of Expenditures: (It is the responsibility of the GSSB Chair to provide receipts of reasonable expenses to the Treasurer in a timely manner).

Typical expenses include: Sundry decorations, business cards, mints (for tables), disposable plastic table covers, envelopes, tags, water (for volunteers).

North Country Spinners, Inc.**Procedural Document****Role Definitions****Role: Historian**

Summary: The role of the Historian is to maintain a file of all guild reports, such as by-laws, minutes of business meetings, minutes of board meetings, monthly newsletters, photos to be archived, Treasurer's reports and membership lists, etc.

The Historian is an appointed position and does not sit on the NCS board.

Position Specifics:

- Store in orderly fashion the historical records of the guild.
- Contact guild members responsible to generating records that are to be archived to ensure a copy of said records are provided as needed for archive purposes.
- Retain records of the guild in accordance with specified retention guidelines: no records should be removed and/or destroyed without prior board review and permission.
- Provide an exhibit at one (1) guild meeting during each calendar year.

Anticipated Reimbursement of Expenditures: (It is the responsibility of the Historian to provide receipts of reasonable expenses to the Treasurer in a timely manner).

Typical expenses include: None identified for this role.

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Role Definitions

Role: Hospitality Chair

Summary: The role of the Hospitality Chair is to oversee the provision of refreshments at the monthly meetings, as well as the set-up and break-down of the meeting site.

The Hospitality Chair is an appointed position and does not sit on the NCS board.

Position Specifics:

Refreshments:

- Purchase whatever goods are necessary to support refreshments at each monthly meeting. These goods typically include basic staples such as coffee, tea, filters, paper goods, sugar, milk, etc. (See attached checklist.)
- Set up the kitchen area prior to the start of the meeting with coffee and tea, and set out paper goods needed for the refreshments.
- Clean up kitchen after the meeting and put away supplies. (Supplies, including the coffee makers, are currently stored in the kitchen closet at the meeting site).
- Solicit members to donate food/snacks for each monthly meeting. Maintain a record of all donors and contact each prior to their respective meeting date to remind them to bring their food/snacks. Any volunteer who is unable to keep his/her commitment is responsible for finding a substitute and notifying the hospitality chair of the update. If there is no substitute available, the hospitality chair will provide food for the meeting. In this case, the hospitality chair will be reimbursed for this unanticipated expense.

Meeting Room Set-up/Breakdown:

- Solicit members to help set up and clean up after each meeting. Maintain a record of all volunteers and send out reminders prior to each meeting.
- The clean-up volunteer should only need to assist with final details, and for help putting away chairs and tables, if needed. They may assist with cleaning up the kitchen, if needed. ****Every member is expected to clean up his/her own space, including chairs, prior to leaving the meeting, regardless of available volunteers.****
- If no members have volunteered to handle clean-up for a particular meeting, the hospitality chair will remind all members to clean up after themselves, which is their personal responsibility already.

Other:

- The hospitality chair will submit a roster of volunteers to the newsletter editor for publication.
- The hospitality chair will provide specialty items for the annual holiday party.

Anticipated Reimbursement of Expenditures: (It is the responsibility of the Hospitality Chair to provide receipts of reasonable expenses to the Treasurer in a timely manner).

Typical expenses include: coffee, tea, sugar, milk, paper goods, water(if needed for coffee/tee), and possibly food supplies, should a volunteer back out without finding a replacement.

[illegible]

North Country Spinners, Inc.

Procedural Document

Role Definitions

Role: Library

Summary: The role of the Library Chair is to propose, purchase and be responsible for NCS equipment and library materials and to enforce any board-approved regulations concerning their use.

The Library Chair is an appointed position and does not sit on the NCS board.

Position Specifics:

Library

- Maintain and store the library, which is housed in several boxes and provide for storage of guild equipment. (Equipment* is currently stored at the home of a guild member).
- A listing of library offerings is housed on the website, LibraryThing.com. Update 'Library Thing' online if any book is donated or equipment is added. A password is needed to access the site and is provided to guild members only.
- The current list of equipment includes: a triangle loom, carder, electric knitting machine, rigid heddle, 2 burners, chemical dye and picker. This list is also available in the 'members onle' section of the guild website.
- When a member requests a book or piece of equipment, bring it to the next meeting and have them sign it out. A deposit of \$25.00 is required for the loan of equipment and is returned upon the return of the equipment. The Library Chair is responsible for the equipment sign-out book and for retaining and tracking e-mail requests for equipment. (*Special Instructions for the carder are included on the next page.*)
- Members must return books/equipment at the next meeting.
- Library Chair is responsible for examining returned equipment for completeness. Ensure all parts are returned and that the equipment is returned in good, clean order.
- Every few months, go through the library/equipment inventory and sign-out sheets and make sure books and equipment have been returned.
- When we are having a meeting or a speaker on a certain topic, bring relevant books to the meeting that members might want to check out.

****At this writing, the function of storing and overseeing the loan/return of equipment has been delegated to guild member Peggy Schaedel.***

Anticipated Reimbursement of Expenditures: (It is the responsibility of the Library Chair to provide receipts of reasonable expenses to the Treasurer in a timely manner).

Typical expenses include: Potential book/equipment purchases.

Instructions for the Fancy Kitty Carder

Please email the Library Chairperson or designated equipment person to reserve the carder. The carder may be kept for one month. A reserve list will be kept by email date, please do not call for the carder. As per equipment rules, you must leave a \$25.00 deposit when borrowing equipment, which will be returned to you when you return the piece(s).

All tools MUST be returned with the carder! Before you take the carder, please check that everything is in the bag, if not, then let the Library Chairperson or designated equipment person know IMMEDIATELY. You will be responsible for any missing tools.

In this bag:

- Strauch doffer brush. This is the cleaning tool for the carder. Gently brush against the tines, and remove any stuck fiber. Use the center portion of the Doffer brush to contact the curve of the large drum. Starting at the seam, swipe the Doffer brush down the drum in the same direction as the teeth on the drum. Continue across the width of the drum. Slowly rotate the drum backwards as you use the brush to clean the entire drum.
- Strauch teasing tool. This has 2 parts, the flat block and a C-clamp. This tool will allow you to quickly tease open fiber ends, locks, and matted tips before carding.
- Strauch knuckle saving batt-pick. This tool saves your knuckles from painful contact with the teeth of your drum carder while you are removing the batt from the large drum. It will not bend as does a knitting needle. Used correctly, the Knuckle-Saving-Batt-Pick also saves the drum and card cloth from becoming damaged.
- Fancy Kitty Carder handle. The carder cannot operate without this!
- Wooden batt-pick
- Strauch and Fancy Kitty paperwork.

When carding:

Please, WASH all fiber before carding! Dirty fiber will destroy the carding cloth.

Tease open the fiber so that you have balls of fluff going through, the carder is not designed to process chunks of fiber.

New to carding? Check out some Fancy Kitty how-to videos here: <http://www.fancy-kitty.com/drum-carder-videos.html>

Clean the carder completely before returning.

North Country Spinners, Inc.

Procedural Document

Role Definitions

Role: Newsletter Chair

Summary: The role of the newsletter chair is to assemble and distribute the monthly NCS guild newsletter to fully paid and current members of North Country Spinners, Inc. The newsletter chair is an appointed position and does not sit on the NCS board.

Position Specifics:

Newsletter Content:

- Provide monthly reminders for submission of newsletter content by established publication deadlines. (Submission of content is the sole responsibility of the content providers).
- Regular content for the newsletter:
 - President's Message
 - Recent Meeting Pictures
 - Upcoming Meeting Information
 - Roster of Officers and Committee heads with contact information
 - Upcoming Events Calendar
 - Newsletter Submission Deadlines
 - Hospitality List
 - Any other pertinent monthly information (ie: Holiday gatherings, Elections, GSSB, etc.)
- Non-newsletter content and board information will be communicated by the guild secretary.
- The newsletter is currently published using Microsoft Word.

Newsletter Timing:

- The newsletter is sent out electronically and via USPS so that it is received simultaneously by all members on the Friday preceding the next guild meeting. By timing the newsletter this way, it both: (1) serves as a meeting reminder to the guild members and (2) allows the maximum amount of time for the receipt of newsletter submissions. (*Newletters sent via USPS are typically mailed the Tuesday preceding the electronic transmission*).
- Because it does require time to assemble, edit and finalize the newsletter, submissions should be received not later than the deadline published in the preceding newsletter.

Anticipated Reimbursement of Expenditures: (It is the responsibility of the Newsletter Chair to provide receipts of reasonable expenses to the Treasurer in a timely manner).

Typical expenses include: paper for hard copy mailings, envelopes, stamps, and ink.

North Country Spinners, Inc.

Procedural Document

Role Definitions

Role: Nominating Committee

Summary: The role of the Nominating Chair is to identify candidates to fill upcoming vacancies on the Executive Board and to present a slate of nominees to the guild membership for consideration.

The Nominating Committee is an appointed position and does not sit on the NCS board.

Position Specifics:

- Committee will be formed at the February business meeting.
- The committee is formed in February in order to provide committee members a generous amount of time to better acquaint themselves with the guild members. This time should be used to identify members that would be well-suited to fill upcoming board vacancies.
- The committee should begin to formulate ideas for potential candidates well in advance of the August business meeting. Once potential candidates have been identified, the committee should begin contacting those candidates to invite them to serve on the board. It is recommended that initial contact with candidates begin by May or June. This will allow sufficient time to identify replacement candidates, in the event someone declines.
- A procedural document is available to the committee for use in educating prospective nominees about the duties of the available positions.
- A final slate of candidates is to be presented to the guild membership at the August business meeting.
- Guild membership will vote on the slate at the November business meeting. The committee is thereafter dismissed.

In the event of interim position vacancy

If the remainder of the term is more than six months, the bylaws specify that an election shall be held at the next regularly scheduled meeting, following notice to the members via the newsletter. The bylaws, however, do not specify **who** will identify/nominate a candidate to fill the vacancy. Therefore, the Nominating Committee may be called upon to assist in the process.

Anticipated Reimbursement of Expenditures: (It is the responsibility of the Nominating Committee to provide receipts of reasonable expenses to the Treasurer in a timely manner).

Typical expenses include: - None identified -

North Country Spinners, Inc.

Procedural Document

Role Definitions

Role: Outreach Chair/Committee

Summary: The role of the Outreach Chair is to review all requests to the guild for spinning and fiber demonstrations and to coordinate same.

The Outreach Chair is an appointed position and does not sit on the NCS board.

Position Specifics:

Event Review

- Review all requests for spinning and fiber demonstrations. The request must contain:
 - The name of the organization
 - Date, time and location of the event
 - Type of program: demonstration vs. teaching
 - Fees/donation (if any) to be received by guild
- Let the requesting party know you will confirm the request after the next guild meeting.
- Present the request(s) to the guild at the next meeting and also provide the event details to the Newsletter Chair for inclusion in newsletter.
- Determine if sufficient members are willing to attend to make supporting the event realistic.
- Confirm acceptance/unavailability to requesting party.
- Coordinate with volunteers; ensure/confirm volunteers have all information needed for participation in the event.
- Ensure any fees collected for participation in the event are promptly turned over to the treasurer.

Equipment/Tools

The coordinator is responsible for having the spindle teaching packets available for the events as needed.

- A spindle packet contains a drop spindle and one ounce of fiber.
- Supplies needed to make spindles: rubber grommets, dowels, cup hooks and CD's. *(CD's are generally donated, but dowels, grommets and cup hooks will need to be purchase as needed.)*
- Spindles can be made at monthly meetings or at a time arranged by the Outreach Chair.

Anticipated Reimbursement of Expenditures: (It is the responsibility of the Outreach Chair to provide receipts of reasonable expenses to the Treasurer in a timely manner).

Typical expenses include: grommets, cup hooks and dowels.

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Procedural Document

Role Definitions

Role: All Members

The guild thrives when its members actively participate in the life of the guild!

- Feel empowered to have a voice within the community of the guild. Each person has a gift to share with the group. Feel encouraged to share your projects, ideas and skills at the meetings.
- Members are expected to bring a positive, fiber-loving spirit to their guild.
- Members are expected to participate in the life of their guild by signing up for at least one of the following:
 - Refreshments
 - Set-up/Clean-up at monthly meetings
 - Outreach Programs
 - GSSB Participation
 - Serving as a committee member/chair
 - Serving on the board (elected position)
 - Guild annual charity project

The guild belongs to each of us, so each of us needs to be an active participant in the guild!