

Illinois Prairie Weavers

Email Chair Responsibilities

In General

The Email Chair is responsible for circulating to its members notices from the Guild and helpful emails sent to the Guild's email address. The Email Chair is appointed by the President to be responsible for this. There is no term limit.

As a Committee Chair of the Guild, the Email Chair is responsible for doing this job on behalf of the entire Guild, and is also a member of the Board (see job description) and expected to attend and actively participate in those meetings.

The Email Chair may seek volunteers to serve as a committee, if this would help with the email responsibilities.

Specific Duties

Take possession of the email records and any flash drive from the prior Email Chair as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies or information you need.

Attend the June/July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Email Chair to learn specifics about doing the job, or train your successor.

Attend the monthly Guild and Board meetings, reporting as Email Chair and obtaining any input or assistance you need for your Email duties from the Board or the membership.

Check for Guild emails daily (or at least every other day). Reply to those you can. For those pertaining to Guild administration, respond or forward to the appropriate Board member. Forward to the Guild members' emails:

- ~ from members, weavers, textile artists, businesses and associations*
- ~ about workshops, classes, programs, and conferences
- ~ or art shows and sales
- ~ or offering equipment or fiber for sale
- ~ or opportunities to volunteer in textiles
- ~ or seeking help, assistance, teaching or information
- ~ relating to textile art and weaving

* Guild members are especially happy to receive emails from other weavers and weaving-related businesses. We are especially fond of, and support, our local members and businesses, such as 2-B Weavers, TLD Designs, The Chicago Weaving School, and others.

10 - 14 days before each Guild meeting, email the Board to advise them of the date by which they need to submit items for the next meeting notice. Calculate the due date to allow time for you to prepare the notice (which averages 4 pages), and to do any needed research or follow-up for clarification with Board members.

Two weeks prior to Guild Meetings, email Secretary for Minutes from last meeting.

One week prior to Guild Meetings, forward meeting notice email to Members, attaching Guild Minutes if you have them.

2 days before the guild meeting, email the Zoom link to the guild membership, if Zoom will be used for the program. The link will be received from the Zoom coordinator. Also: email the link to any guests the Membership Chair provides you.

Create group distribution lists as they may be helpful.

Update the IPW Members circulation list to add new members as you receive contact information from the Membership Chair.

Meeting Cancellation: In the event of a big snowfall or other reason to cancel a Guild meeting, you will be contacted by the First Vice President to circulate an immediate emergency email to members. We try to do this by 8:00 am on the day of the meeting.

Submit Email news to the Newsletter Chair for newsletters.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's Email duties to the Treasurer by March to be included in next year's budget.

Make a report in May of the highlights of the year to be included in the President's written annual report.

Make a detailed checklist, and update it regularly, for doing this job in case a substitute is needed. Use it to supplement this job description and to train your successor.

Review this job description (and any checklists) for any updates you can recommend (to the Documents Chair) to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

Qualifications - Need to be comfortable:

~ using a computer, laptop or tablet for internet browsing and email. If using a tablet or other mobile device to manage Guild email, it will be necessary to download an app to access group email contacts.

~ using Word (or equivalents), converting word docs to PDFs, sending bccs and attachments

Estimated Time Commitment

- ~ averaging 10 hours monthly, depending upon email volume, which varies month-to-month and seasonally
- ~ 2 hours annually updating records, checklist, job description
- ~ Plus time at Guild and Board Meetings

(updated April 2023, DW/PB)