**POSITION ANNOUNCEMENT**

**Membership Chair**

ANWG is recruiting for a membership chair. Are you a detail person? Do you like to know how things are organized and accomplished? Have two years to give to a new leadership opportunity? Want to be part of a dynamic team changing the face of weaving? Then you are the person for this position!

Position entails about two hours a week during the high season. The high season is during November and December of each calendar year. At other times, the position works about one hour a week. All work is managed electronically through your home computer and the internet. Skill sets required are proficiency with excel spreadsheets, ability to format documents for communication via MSWord, Adobe, and emails. Good verbal and written communication skills desirable.

A how-to manual for the position outlines each and every communication, email, spreadsheet, deposit, etc. to date. A thumb drive holds all the electronic files. All you need to do is follow the manual and use the thrumb drive to locate whatever you need. No recreating of materials, unless you desire to update the files or make changes.

Personal training by the outgoing membership chair and one year follow-up for problem solving.

If you are interested, please contact Christine Bunnell (woodtick50@aol.com) for a full job description and time line of job responsibilities.