

# ASSOCIATION OF NORTHWEST WEAVERS GUILDS

## **ANWG Member Guild Representative Role Orientation**

As a representative from your guild to the Association of Northwest Weavers Guilds (ANWG), your individual role is **KEY** in the successful functioning of this relationship.

### **Most of your role is about COMMUNICATION!**

The ANWG guild representative is pivotal in arranging for the member guild to maintain currency in membership and to participate in ANWG's selection of guild grants. The guild representative plays a key and ongoing role in communication between ANWG and the member guild.

The following points are designed to clarify how these functions are accomplished.

### **MEMBERSHIP**

1. Membership forms are found in the Fall ANWG newsletter and posted as a file on the ANWG website, under member services. The dues are traditionally sent in the fall with a suggested September 1 calendar date, however dues will be accepted at any reasonable date afterwards for the subsequent year. ANWG dues are \$1.00 per each guild member based on the last year's membership. Your role entails completion of the membership form and obtaining dues from your treasurer to accompany the membership form to the ANWG membership chair.
2. Please fill in the membership forms completely with the names of your president, newsletter editor (if appropriate) and yourself; including contact information for each. This information is used:
  - To keep the ANWG website updated; with your guild information, as to meeting times, locations, and officers.
  - For ANWG board members to contact your president, guild representative and newsletter editor, as needed.
  - For registration purposes at conference time.

## **COMMUNICATION**

1. If you have a change to your email address, mailing address, or phone number; please send the correction to the membership chair.
2. As there are changes in your guild's officers, addresses, email addresses and such during the year, please let the membership chair know. A variety of people need this up-to-date information for planning meetings, scholarships/grants and the conference. Most importantly, the ANWG newsletter will be emailed directly to you, the guild president, and newsletter editor as it is published.
3. Check the ANWG website to see that your guild is listed accurately and completely. If changes are needed, contact the membership chair with the information in a timely manner and that information will be forwarded to the ANWG website manager.
4. Communicate ANWG bylaws and standing rules to your membership as appropriate. Share the ANWG newsletter with your membership and collect and relay ideas presented within your guild related to the functioning of ANWG, so that member guilds have a well-established two-way avenue for sharing information.

## **ATTENDANCE & PARTICIPATION**

1. You are responsible for attendance at the ANWG Annual General Meeting as the voting member for your guild or to assign a proxy to vote in your place.
2. You are responsible for actively promoting your guild's participation in guild booths at the ANWG conference, and other activities and contests provided by ANWG.
3. Our board believes that you will enjoy meeting and working with many other fiber enthusiasts through ANWG activities and membership!! The family of fiber interests is large and you will always find a friend among this group.

Liz Moncrief, March 2017