

ASSOCIATION OF NORTHWEST WEAVERS' GUILDS (ANWG)

MEMBER GUILD REPRESENTATIVES

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 a current membership status and to participate in ANWG's guild grants when offered. 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 About ANWG. The annual dues year starts September 1, however most guilds do not get together again until after the summer break, so a grace period is allowed. ANWG dues are \$1.00 per each guild member based on the guild membership as of June 30 of that year. 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 listed on the ANWG website: <https://northwestweavers.org>
- 2 As there are changes in your guild's officers, addresses, and email addresses 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, or 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.
- 4 Communicate ANWG bylaws and standing rules to your membership as appropriate. Forward the ANWG newsletter to everyone in your guild.
- 5 Submit ideas developed by your guild related to the function of ANWG. The Board is always looking for new, fresh ideas and for direct participation by Representatives.

ATTENDANCE & PARTICIPATION

- 1 You are responsible for attendance at the ANWG Annual Membership 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 You will enjoy meeting and working with many other fiber enthusiasts through ANWG activities and members, and we welcome your very active participation in all aspects of ANWG.

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