

## **Valley Fiber Arts Guild**

### **Presidential Duties**

- A. The President will set the agenda for the board and general meetings and conduct the meetings utilizing the agenda format. This agenda will be transmitted to the Communication Director for members to receive prior to the meeting.

Example Agenda:

- a. Call to order: Secretary will list the names of members who are present for the meeting (the sign-in sheet can be used for this).
  - b. Establish a quorum.
  - c. Secretary reads the previous minutes if not published in the member communications.
  - d. Include the Treasurer's report
  - e. Correspondence
  - f. Committee Reports
  - g. Old Business
  - h. New Business
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- B. The President will prepare a program for the calendar year for the guild.
  - C. The president will coordinate with other board members on projects, coordinating events for community outreach and other events. Maintain a committee signups list to help organize leadership for events and projects.
  - D. Respond to emails from the community and direct requests and information to the appropriate office.
  - E. Ensure Guild Bylaws are updated as needed and provisions are followed. Submit officer updates to the state after May elections each year. Ensure bi-ennial report is submitted to the Department of Commerce, Community, & Economic Development.

## **Valley Fiber Arts Guild**

### **Vice President Duties**

- A. The Vice President will run the meetings in the absence of the President. The Vice President will utilize the agenda format.
- B. The Agenda:
  - a. Call to order: Secretary will list the names of members who are present for the meeting (the sign-in sheet can be used for this).
  - b. Establish a quorum.
  - c. Secretary reads the previous minutes if not published in the Newsletter.

- d. Include the Treasurer's report
- e. Correspondence
- f. Committee Reports
- g. Old Business
- h. New Business

#### Adjourned Time

- C. The Vice President will maintain the Guild supply inventory and update it as necessary on a shared electronic platform. The Vice President will advise the Board when supplies of Guild inventory are running low so that new orders can be purchased.
- D. The Vice President will maintain the Guild rental inventory on a shared electronic platform as well as collecting and tracking rental fees. Rental fees can also be paid to the Treasurer. The Vice President will submit fees to the Treasurer. The Vice President will utilize the rental agreement for all rentals. The Excel doc has the guidelines set for rental fees and replacement costs.
- E. The Vice President will coordinate and run the after-meeting program for the guild meetings. After every meeting there will be a small presentation or topic that is optional for guild members to participate in.
- F. Respond to emails from community and direct requests and information to the appropriate office.

## **Valley Fiber Arts Guild**

### **Treasurer Duties**

- A. The Treasurer will maintain a record of income and expenses.
  - a. Provide a year end summary and work up a proposed budget for the following year.
  - b. Maintain bank records and balance accounts monthly.
- B. Provide a Treasurer's report for the monthly general meeting and maintain copies of the reports on a shared electronic platform.
  - a. Provide the Treasurer's report to the board prior to the monthly meeting.
- C. Remit payments.
  - a. Provide reimbursements for documented expenses on behalf of the guild.
- D. Receive money coming into Valley Fiber Arts Guild.
  - a. Deposit incoming funds.
  - b. Provide receipts for donations or payments as requested.
- E. Maintain current membership dues list.
  - a. Update membership list as payments received on a shared electronic platform.

- F. Coordinate with the Secretary to assure mail is checked weekly.
  - a. Receive all correspondence for the guild.
  - b. Review and distribute information to the appropriate officer.
  - c. Respond to requests in a timely manner.
  
- G. Maintain the following:
  - a. **Contact Matanuska Valley Credit Union upon election**  
Update contact information with new treasurer information  
Add new treasurer to the account  
Must have the minutes indicating officer's elected and who are the signers on the account. These are the President, Linda Loven, and the current treasurer. Minutes must be signed by Secretary and/or President.
  - b. **Renew Business License with City of Palmer January \$25**  
**License # 5460**  
POC: City of Palmer Finance Department  
Susan Fouch  
231 W Evergreen Ave  
Palmer AK 99645  
sfouch@palmerak.org  
Fax: 907-761-1324  
Fax: 907-761-1384
  - c. **Renew Business License with Matsu Borough January**  
POC: Ms. Marcia vonEhr, Document Specialist  
Finance Department  
350 East Dahlia Ave  
Palmer AK 99645-6411  
sfouch@palmerak.org  
907-861-8632  
<https://ecommerce.matsugov.us>
  - d. **Renew Business License with State of Alaska January \$100**  
**License # 1012365**  
Alaska Dept of Commerce, Community, and Economic Development  
Division of corporations, Business, and Professional Licensing  
PO Box 110806  
Juneau AK 99811-0806  
<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>
  - e. **File Sales Tax Remittance with City of Palmer in July and December**  
Previous Documents on Google Drive in Treasurer Folder  
POC: City of Palmer Finance Department  
Susan Fouch  
231 W Evergreen Ave  
Palmer AK 99645  
sfouch@palmerak.org  
Fax: 907-761-1324  
Fax: 907-761-1384

- f. **Reserve the Palmer Train Depot for the Nov “Out of the Box” Sale in May. September at the latest.**  
POC: City of Palmer Community Development  
645 E Cope Industrial Way  
Palmer AK 99645-6748  
Phone 907-745-3709 X 1  
Fax: 907-745-5443  
Example on Google Drive in Treasurer Folder
- g. **Update Authorized Users on the Square Account online**
- h. **Renew PO Box and pay fee annually in May**  
Update contact information at the Post office.  
Guild address is PO Box 876098, Wasilla, AK 99687  
POC: Brentwood Post Office  
5050 Dunbar Dr G  
Wasilla, AK 99654  
Phone: 907-376-5008
- i. **File Biennial Report with Department of Commerce, Community, & Economic Development July \$30**  
Entity # 10024513

## Valley Fiber Arts Guild

### Secretarial Duties

- A. Take meeting minutes and place a typed copy of the General Meeting minutes to the shared folder within two weeks of the General Meeting. Provide a typed copy of the Board Meeting Minutes to the Board Members shared folder within two weeks of the Board meeting. Maintain copies of all original minutes. Retain the member sign-in sheets from the General Meeting.
- B. The secretary will coordinate with the Treasurer to maintain business related information to include tax and business license information and ensure it is current for new board members. Documents will be updated on a shared electronic platform.
- C. The secretary will assist the Vice President with inventory and maintain communication with the Vice President about the documents on a shared electronic platform.
- D. Secretary will coordinate with other board members to ensure the mail is checked at least once a week.
- E. **Check Mail Weekly** Receive all correspondence for the guild. Review and distribute information to the appropriate officer. Respond to requests in a timely manner.
- F. Respond to emails from the community and direct requests and information to the appropriate office.

## **Valley Fiber Arts Guild**

### **Historian Director Duties**

- A. Document guild events, meetings, and workshops either through direct participation or coordinating with attendees.
- B. Take photos of interest at Guild activities and along with the pictures write a brief informative “blurb” to be provided to the Communications Director for inclusion on Guild website and other community outreach. If names are going to be posted with the picture, check that everyone is comfortable having their name and face shared online.
- C. Works with the Communications Director to publish a quarterly Newsletter.
- D. Works with other board members on advertising and educational outreach materials.
- E. Works with other board members to respond to emails and community inquiries.

## **Valley Fiber Arts Guild**

### **Workshop Coordinator Duties**

- A. Explore workshop possibilities. Survey the guild members for interest and/or research availability of workshops that may be of interest to members and community.
- B. Present workshop opportunities to the board for input and approval.
- C. Organize workshops to include:
  - a. Securing funding
  - b. Securing venue
  - c. Prepare a budget and determine cost per student to ensure financial viability.
  - d. Set dates for the workshop
  - e. Advertise workshop
  - f. Create a registration process and coordinate with treasurer accept payments for workshop
- D. Maintain contact with the instructor:
  - a. Complete contract with instructor(s)
  - b. Create template for instructor to utilize for biography and class information
  - c. Obtain signed IRS Form W9 from instructor if necessary
  - d. Obtain a biography and syllabus for class
  - e. Locate lodging for the instructor during the workshop if necessary.
- E. During the workshop, the Workshop Coordinator will:
  - a. Arrange for unlocking and locking the venue

- b. Arrange for refreshments and any other specific needs of the instructor
- F. Coordinate with treasurer:
  - a. Give all receipts, deposits and other income to the Treasurer promptly
  - b. Prepare a final financial accounting of the workshop for any entity that funded the workshop, and for Guild records
- G. OPTIONAL: prepare an evaluation form and distribute at the workshop; coordinate with other Alaska guilds to share costs by having the same instructor; and Coordinator can apply for a workshop grant from the Alaska State Council on the Arts: (typically a grant to bring one instructor to the state has been awarded. This should be done as soon after July 1 as possible.)

## **Valley Fiber Arts Guild**

### **Communication Director Duties**

- A. Works with other board members to respond to emails.
- B. Works with other board members to respond to Facebook messages and post Guild events.
- C. Utilize any devoted funds in the budget for targeted outreach on social media platforms.
- D. Maintains the VFAG Ravelry Group with events and updated information.
- E. Works with the Technology Committee to maintain the guild website and calendar.
- F. Works with other board members on advertising and educational outreach materials.
- G. Works with Historian to publish a quarterly Newsletter.
- H. Sends monthly e-mail to all members with meeting information, Zoom link (if we still use it), previous month's notes and occasional emails for special events.