

MANASOTA WEAVERS GUILD  
POSITION DESCRIPTION

POSITION: Workshop Chairperson

REPORTS TO: MWG Board in an appointed capacity

OBJECTIVE: Provide workshops of interest to guild membership

RESPONSIBILITIES:

- Survey the members to determine their interests in fiber workshops
- Obtain information on potential workshop leaders
- Prepare presentation to the Board for workshop approval
  - Weaver, spinner, surface designer's background & credentials
  - Dates of workshop
  - Location of workshop
  - Budget for workshop
- Publicize workshop to membership
- Prepare Jotform, or similar, for registration and payment
- Arrange for workshop leader's local transportation & lodging
- Coordinate actual workshop
  - Obtain presentation equipment and materials for the leader
  - Arrange for attendee to provide lunch for the leader
  - Arrange for a dinner with the leader and attendees
  - Arrange for a potluck, if desired, with the attendees
- Keep Board informed on the status of workshops, using their input

Updated 2/23