

# UJAMAA GRANDMAS HANDCRAFTS Committee Roles & Responsibilities

**Mission Statement:** The Handcrafts Committee supports and manages the production and sale of products crafted by UJAMAA GRANDMAS Members while fostering a supportive community amongst the contributing handcrafters.

**Motto:** Make what you like. Make what you like to make. Like what you make.

## 1. Responsibilities

### A. What can Members expect from the committee?

- Manage and support sale of products
  - ◆ Set standards for products
  - ◆ Maintain handcrafts section of the website
  - ◆ Keep guidelines current
  - ◆ Product inventory
  - ◆ Provide ideas/demos for members
  - ◆ Have raw materials available for projects when possible and appropriate
  - ◆ Price inventory through pricing groups in a fair and respectful manner
- Foster a sense of community
  - ◆ Appreciate and value all contributions of members
  - ◆ FUN for everyone
  - ◆ Optimize members' efforts to raise funds
  - ◆ At least one Handcraft committee member will be at the gatherings to provide feedback and information to members.
  - ◆ Provide opportunity for two way communication

### B. What can the Board expect from the committee?

- Submission of annual budget requirements
- Management and sale of handcrafted products
- Regular reporting and communication with the board
- Presence of a committee member at the gatherings for communication, activity updates and information
- Maintenance of committee reports and minutes

### C. What does the Committee expect from the Board?

- Management of publicity for the sale – media, ads, printing of flyers and posters.
- Treasury support – management of cashiers during the sale, financial reporting, budgeting
- Feedback on issues affecting the committee
- Facebook support

### D. What does the Committee expect from Members?

- Members will ensure that all copyright requirements have been met for items they contribute for the sale.
- Members will forward copyright permissions to Webmaster for inclusion on the HANDCRAFTS and PATTERNS pages.
- Members will ensure that licensing rights are respected in terms of fabric and licensed images/characters.
- Members will respect safety guidelines when provided by the committee.

## 2. Committee Positions and Expectations

### A. Chair of Committee

- Schedule, send out agenda, organize and facilitate meetings.
- Have 'vision' and anticipate issues.
- Point of contact for outside communication.
- Ensure and facilitate committee attendance at gatherings.
- Work with secretary and oversee communication from committee.
- Liaison to/from Board.

### B. Secretary

- Take minutes and highlight action items.
- Distribute minutes to committee members in a timely manner.
- Distribute final minutes to the board.
- Maintain a current email/contact list of committee members.
- Archive minutes, inventory reports and other communications as needed.
- Other correspondence in collaboration with chair. - Annual report, Sale summary, thank you notes.
- Manage Website and Handcrafts Monthly with content input from PCs.

### C. Product Custodians (PCs)

- Store, gather, organize and price product. Maintain inventory of product.
- Understand membership skills.
- Regularly attend or ensure product line representation at gatherings.
- Communicate
  - ◆ Advise members of what sells and what does not.
  - ◆ Stress the positive. Accept all products.
  - ◆ Maintain guidelines and reminders for safety issues as relevant.
  - ◆ Advise committee of any issues or help needed.
- Arrange pricing committee and set up helpers.
- Maximize value and quality of product. (finishing, embellishment, display)
- Be aware of copyright issues and address as appropriate.
- As appropriate initiate workshop/demos for product line.
- Manage appropriate dispersal of unsold items after sale – return to handcrafters, donate to local charities, maintain for next sale.

### D. Fibre and Fabric Custodian

- Oversee collection, storage and distribution of raw materials to members for producing product.
- Liaise with Fabric & Yarn Sale committee.

### E. Sale Co-ordinator

- Oversee all aspects of the sale using the checklists as prepared over the previous sales. Maintain records and check lists in "blue" binder.
- Book sale venue and liaise with other committees, people at venue.
- Be the "go to" person for the event.
- Ensure signage for the sale.
- Oversee set up and tear down with coordination of product custodians.
- Oversee the retrieval and storage of display materials.
- Submit budget needs for sale.
- Organize and communicate with volunteers.
- Make arrangements for celebration after the sale.
- Represent UJAMAA GRANDMAS at any publicity event.
- Feedback to the committee after the sale.

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### F. Workshops and Demos Co-ordinator

- Schedule, plan and manage (make it happen)
- Arrange venues.
- Communicate with members.
- Manage registrations.
- Facilitate workshop (introduce, thank) when appropriate. Mini demos may not need this part. Could be the PC.
- Solicit ideas for workshops/demos.
- Give workshop/demo feedback to committee.

## 3. Guidelines for the Year's Activity

**November:** Planning committee changes and structure

- Feedback on sale
- Product guidelines

**December:** Feedback for members re product and sale to be prepared for email website

**January:** Set up calendar for year for workshops, demos,

**February:** Follow up as needed

**March:** Products update reports

**April:** Follow up

**May:** Review workshops, demos and schedule for last half of the year.

**June:** Product update reports

**July/August:** Sale preparation

**September:** Sale preparation – volunteer needs

**October:** Sale preparation – pricing committees