



UJAMAA GRANDMAS

Policy Name	240 Fabric and Yarn Sale Committee Terms of Reference	Policy Number	240
Date Revised	Nov. 16, 2022	Supersedes:	April 8, 2021
Date Reviewed or Approved by Board:	Nov. 24, 2022	Next Review Date:	Fall 2023 (review annually)

Why does this Committee Exist?

The Fabric and Yarn Sale (F&Y) Committee serves a dual purpose. The sale is:

- an annual fundraiser for the Stephen Lewis Foundation Grandmothers to Grandmothers campaign.
- the main product source for the Bags, Babies and Beyond Sale, Days For Girls Foundation, BAGETTES, Knit In Public Day, Knit Bags, Sew Days, Demo Day and other committees or events as approved by the board of directors.

What does this Committee do?

This committee follows the general Terms of Reference (TOR) for all committees.

It is the intention of this committee to manage an event that best exemplifies the principles of Reduce, Reuse and Recycle.

The F&Y sale provides affordable donated handcraft supplies to the public at a low purchase price. A modest \$2.00 entry fee may apply on occasion if online customer ticket sales through EVENTBRITE are not applicable. All leftover product is donated to local charity communities.

The Fabric & Yarn Sale is traditionally scheduled a year in advance. The content in this TOR refers to the traditional annual Fabric & Yarn Sale and applies going forward as AHS guidelines allow.

What can Members expect from the committee?

The Fabric & Yarn Sale Committee has a chairperson and sub-committee chairs as required.

- Members can currently expect the committee to be autonomous. Any member is encouraged to participate in the event but there is no obligation to do so.
- fabricsale@ujamaagrandmas.com is the best contact source.
- The committee expects the members at large to volunteer throughout the year by offering pre-sale storage space, to work during the pre-sale volunteer setup, to manage the public sale days and to participate in the cleaning up the facility when the sale has closed to the public.

Anyone, either as a member or as a non-member, can serve on any F&Y Committee. At times there can be a significant amount of physical labour required so male family members and friends may be recruited. Whatever time anyone can give is appreciated but the formal online volunteer registration blocks are scheduled at three-hour intervals.

The sale traditionally requires 500 volunteer hours on average.

Members are requested to provide storage space for any pre-sale donations. Free pre-sale storage space is critical to the financial success of the annual sale.

What does the Committee expect from the Board and other Committees?

Support from the Board:

- The committee expects the Board to provide adequate liability insurance for the event.
- The committee benefits from Board representation.
- Support from the Treasurer for financial reporting and the budgeting process
- Update universal reports and forms (e.g., Incident Report form) and provide them to the Fabric & Yarn Committee.

Support from the Board Sales Finance Committee for:

- Completion of sales transactions by cashiers
- Provision of supplies for completion of sales transactions, including electronic payment processing equipment
- In conjunction with the Treasurer: Banking activities (floats if applicable, deposits)
- Recruitment, vetting, training scheduling of cashiers. The processing of other volunteer sign-ups and creation of a master volunteer schedule is managed by the F&Y Committee
- Management and crowd control for patrons waiting to pay.

Support from the Publicity Committee to:

- Create written advertising posters based on information from the Fabric & Yarn Committee
- Email copies of the posters to organizations or guilds who arrange media advertising
- Publicize the event on EVENTBRITE and arrange ticket sales when necessary.

Support from the Membership Committee to:

- Create and provide name tags on request

Support from the Education & Awareness Committee to:

- Provide SLF signage and current information brochures
- Provide direction regarding registering as a Ujamaa Grandma member online.

Support from message@ujamaagrandmas.com to:

- Provide direction to the webmaster to post online volunteer registration options
- Post e-blasts that relate to the Fabric & Yarn Sale.

Support from the webmaster to:

- Update the website for changes to the annual Fabric & Yarn Sale Information.

Support from the Board Privacy Officer to:

- Provide updates on PIPA (Personal Information Protection Act).

Responsibilities of the F&Y chairperson:

- Choose appropriate dates and times for the sale
- Locate and secure a suitable facility for the sale
- Be the liaison person for the sale location site and to manage the logistics related to it
- Negotiate the terms of agreement for any contracts associated with the sale
- Confirm the City of Calgary Bylaws and the Province of Alberta Health and Safety Regulations are met or exceeded
- Approve hard copy advertising content
- Approve the landscape signage (e.g., “No Holding Spots”)
- Find a suitable location to convene a monthly meeting Jan., Feb., March and April
- Provide an agenda for each of the meetings
- Prepare and submit an annual budget, progress reports, and make announcements to the membership via e-news as required
- Provide a hard copy list of the volunteers for the setup and sale dates
- Have the volunteers sign in and sign out as relates to the hard copy list generated
- Provide a copy of this data to the Board Membership Committee
- Communicate relevant discussions and decisions to committee members who were unable to attend monthly meetings
- Schedule a post-sale committee meeting making recommendations for change.
- Prior to committee expenses being paid, approve all transactions associated with this committee
- Prior to the annual F&Y sale, meet with and approve all charities for access, free of charge, to any of the post-sale products
- Resolve any issues that arise throughout the setup and sale days
- Complete appropriate Incident Reporting when necessary
- Approve by signature all expense reimbursement requests prior to submission to the Treasurer
- Assume the responsibility for any sub-committee of the F&Y Committee who does not have volunteer representation
- Liaise with the Sales Finance Committee
- Liaise with the Publicity Committee
- Liaise with the Membership Committee
- Liaise with the Education and Awareness Committee
- Liaise with the webmaster
- Liaise with message@ujamaagrandmas.com and submit monthly publications for the e-news
- Liaise with the board’s PIPA Privacy Officer as required
- Revise TOR 240 when required.

Fabric and Yarn Subcommittees

Members appointed to chair the sub committees should have a working knowledge of fabric and/or yarn. Members transitioning to lead sub committees would benefit from “buddying up” with an experienced lead at a previous sale before assuming the role independently. These positions are included in the sub-committee category but the position leads are not required to attend the pre-sale monthly meetings or to attend the post-sale meeting where recommendations are made for the next sale.

Responsibilities of the various sub committees

Subcommittee	Responsibilities and Comments
Crowd Control	<ul style="list-style-type: none"> ● Responsible for crowd control outside the sale location. Crowd control and line management of the payment line are the responsibility of the Sales Finance Committee. ● Designs and orders signage related to the sale. ● Posts any physical signage. ● Collects the entry fee. ● Controls the number of customers entering the facility, as per fire regulation capacity. ● Monitors the need for customer assistance. ● Calls for security if required (e.g., appropriate volunteer support)
Supplies	<ul style="list-style-type: none"> ● Supplies are stored at The Magic of Christmas throughout the year ● Purchases any supplies sub-committee chairs request for pre-sale and sale days ● Provides tally sheets or provides the number of tally sheets required when asked. ● Provides recyclable wrist bracelets identifying volunteers. ● Attempts to find the best source for Apple Boxes and cardboard specific to sale product display.
Pre-sort & Storage Home Coordination	<p>These roles require a year-round commitment.</p> <ul style="list-style-type: none"> ● Works in synch with any of the Ujamaa Grandmas groups requiring product throughout the year. ● Recruits volunteers who throughout the year can preview pre-sale donations and when possible makes the donated products available to the members who can best use it. ● Works closely with the volunteer who directs pre-sale products to any member who has opened space to store pre-sale donations. ● Selects items for “Grab Bag” purchases and chooses the best option to package and sell them (e.g., fabric less than a meter, fabric already cut but not sewn etc.) ● Selects items for recycle that are not suitable for the sale (e.g., sewing machines not in good working order etc.) ● Engineers a sale space suitable for the donations. ● Appoints a “go to person” to guide the general fabric floor.
Home Decor	<p>This position requires a year-round commitment</p> <ul style="list-style-type: none"> ● Approaches businesses associated with home decor fabric and asks for donations. ● Arranges for the products to be picked up. ● Arranges for products to be dropped off at the sale location. ● Selects items for recycle that are not suitable for the sale (e.g., stained or damaged fabric).

Subcommittee	Responsibilities and Comments
	<ul style="list-style-type: none"> ● Recruits volunteers who have a good working knowledge of home décor fabrics ● Engineers a sale space suitable for donations.
Yarn	<p>This position requires a year-round commitment.</p> <ul style="list-style-type: none"> ● Works in synch with any of the UJAMAA GRANDMAS groups requiring product throughout the year. ● Recruits volunteers who throughout the year can preview pre-sale donations and when possible makes them available to the members who can best use it ● Recruits volunteers who throughout the year can complete some of the more onerous tasks (e.g., pre-sorting needles, prepackaging kits for the sale) ● Selects items for recycle that are not suitable for the sale (e.g., broken or bent knitting needles) sending items to the proper recycling centres that are not suitable for the sale etc. ● Selects items for “Grab Bag” purchases and chooses the best options to package and sell them ● Selects luxury yarns and prices those higher than the \$1.00/ball criteria ● Selects yarn that is suitable for the Yarn Custodian to preview ● Selects yarn that is most suited to online sales ● Engineers a sale space suitable to the donations.
Quilting	<p>This position requires a year-round commitment.</p> <ul style="list-style-type: none"> ● Recruits volunteers who have a good working knowledge of quilting fabrics ● Directs fabric preparation for pre-sale donations when applicable ● Engineers a space suitable for donations.
Notions	<ul style="list-style-type: none"> ● Recruits volunteers who have a good working knowledge of notions. ● Engineers a space suitable for donations.
Crafts	<p>This committee is currently under review. Consideration to reorganize and rename it to Needlework is being considered.</p> <ul style="list-style-type: none"> ● Recruits volunteers who have a good working knowledge of anything crafty ● Engineers a sale space suitable for donations.
Fancies	<p>will be part of the general fabric sale space when possible</p> <ul style="list-style-type: none"> ● Recruits volunteers who have a good working knowledge of specialized fabrics. ● Engineers a sale space suitable for donations.
Books & Patterns	<ul style="list-style-type: none"> ● Magazines will be excluded from the list of donations and will no longer be included in the annual Fabric & Yarn Sale ● Books & Patterns will be included in the 2023 Fabric & Yarn Sale.

Subcommittee	Responsibilities and Comments
Transportation	<ul style="list-style-type: none">● Contacts corporate Calgary or other charities in the “Charity Helping Charities” spirit for help in transporting the sale product from storage homes to the sale facility at no cost to Ujamaa Grandmas.● Provides a cost-effective means of picking up the sale product from the storage home for transportation to the sale facility when corporate Calgary cannot help.
Unsold Product Coordinator	<ul style="list-style-type: none">● Arranges for unsold sale products to be donated to a local charity.● Buddies with an approved charity representative with a Ujamaa Grandmas volunteer to select the product that best suits its purpose.● Ideally this process is completed in the hour before the sale closes to the public.
Online Volunteer Registration Coordinator	<ul style="list-style-type: none">● Creates formats for online volunteer schedules as directed by the sub-committee leads● Provides the online volunteer registration format with a schedule of dates and times to message@ujamaagrandmas.com for e-blast publication to the membership.
Kitchen Coordinator	<ul style="list-style-type: none">● Supervises food preparation and cleanup as required. Where only a simple coffee and tea station is provided this position will not be included as part of the sale.

References: Policy 230 Board Committee General Terms of Reference (TOR) (found in the Board manual or on Google Drive), TORs for other committees