



# UJAMAA GRANDMAS

<b>Policy Name</b>	<b>236 HANDCRAFTS Committee Terms of Reference</b>	<b>Policy Number</b>	<b>236</b>
<b>Date Revised</b>	January 9, 2023	<b>Supersedes:</b>	n/a
<b>Date Reviewed or Approved by Board:</b>	Nov. 23, 2023	<b>Next Review Date:</b>	Spring 2026

## What does this Committee do?

The HANDCRAFTS Committee supports and manages the products crafted by Ujamaa Grandmas (UG) members for BAGS, BABIES & BEYOND (BB&B) while fostering a supportive community amongst the contributing handcrafters.

## What can UG Members expect from the committee?

The committee will:

- Manage and support sale of products via BB&B.
- Appreciate and value all contributions of all members.
- Stress that these activities should be FUN.
- Foster a sense of community.
- Optimize members' efforts to raise funds via BB&B.
- Maintain product inventory.
- Provide ideas/demos for members.
- Keep product guidelines current (e.g. children's safety requirements).
- Have raw materials available for projects when possible and appropriate.
- Price inventory through pricing groups in a fair and respectful manner.
- Maintain content for HANDCRAFTS section of the website.
- Be at the Gatherings to provide feedback and information to members.
- Provide opportunity for two-way communication.

## What does the Committee expect from Members?

- Members will provide volunteer support for BB&B when possible.
- Members will contribute suggestions for products that might successfully be sold at BB&B.
- Members will respect safety guidelines when provided by the committee.
- Members will follow copyright and license expectations for fabric, images, and patterns for BB&B.

## What can the Board expect from the committee?

The committee will:

- Manage BB&B sale of handcrafted products.
- Check calendar for religious holidays when scheduling events
- Report regularly to the board via the board liaison.

- Submit annual budget requirements.
- Be present at the Gatherings for communication, activity updates and information to members.
- Maintain committee reports and minutes.
- Support Publicity and Sales Finance Committee (SFC) as required

Although individual committee members might support special handcraft related projects, those special projects should be considered as "unique" and not be an expectation of the committee as a whole.

### **What does the Committee expect from the Board?**

- Management of publicity for the BB&B sale – media, ads, printing of flyers and posters according to the attached calendar.
- Facebook and other social media support according to attached calendar.
- Sales and Finance Committee support in the form of management of cashiers and collection of sale proceeds during the sale
- Support from the Treasurer for financial reporting and budgeting process.
- Appointment of a board liaison to represent the committee at board meetings and to provide feedback on issues affecting the committee.

### **Committee Positions and Expectations**

#### **A. Chair of Committee**

- Schedule, organize and facilitate meetings.
- Have 'vision' and anticipate issues.
- Provide content for HANDCRAFTS section of E-news with input from Product Custodians (PCs).
- Point of contact for outside communication.
- Welcome and provide information to new members interested in handcrafts
- Ensure and facilitate committee attendance at Gatherings.
- Work with secretary and oversee communication from committee.
- Liaise with Board.
- Ensures that an annual committee budget is submitted to the Board
- Manage the email account.

#### **B. Secretary**

- Schedule meetings on Zoom and send out agendas.
- Take minutes and highlight action items.
- Distribute minutes to committee members in a timely manner.
- Maintain a current email/contact list of committee members.
- Archive minutes, and other communications as needed.
- Prepare other correspondence in collaboration with chair such as Annual report, sale summary, thank you notes, TOR review.
- Provide content for HANDCRAFTS section of E-news with input from Product Custodians (PCs).
- Collect and submit website content for posting and ensure information is current.

#### **C. Workshops and Demos Registrar**

- Manage registration forms and data collection for events such as Sew Days, BB&B, Demo Day.
- Provide access to registration to appropriate event owner.

#### **D. Fibre and Fabric Custodians**

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

#### **E. Product Custodian Teams (PCs)**

- Store, gather and organize product throughout the year.
- Maintain product as it comes in and post-sale.
- Regularly attend or ensure product line representation at Gatherings.
- Understand membership handcrafting skills of the people who produce products.
- Be aware of copyright issues and address as appropriate.
- As appropriate, initiate workshop/demos for product line to build skills and quality of items made.
- 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.
- Maximize value and quality of product by providing feedback on finishing and embellishment, as appropriate.
- Photograph items for Sneak Peek, preferably as items are donated.
- Arrange BB&B pricing committee and set up helpers.
- Set up products at BB&B and manage section volunteers during the sale.
- Display products in a way that makes them available and appealing to customers.
- Collect and remove products after the sale.
- Manage appropriate dispersal of unsold items after sale

### **F. BB&B Sale Coordinator**

- Chair HANDCRAFTS meetings from July to October.
- Submit budget needs for sale.
- Book sale venue and liaise with other committees, people at venue.
- Arrange for cheques to suppliers/providers, Insurance certificates and licenses.
- Arrange for pickup and dispersal of Final Drop Off Days Products.
- Oversee all aspects of the sale using the checklists as prepared over the previous sales. Maintain records and check lists in “blue” binder to ensure smooth transition when the role is handed off.
- Co-ordinate social media campaign with the UG Publicity Coordinator.
- Coordinate Sneak Peek of Products from all Product Custodian Groups.
- Ensure signage for the sale.
- Be the “go to” person for the event.
- Oversee the retrieval and storage of display materials. Maintain relationship storage venues.
- Work with Registrar to communicate with volunteers.
- Oversee the set up and tear down of the sale with co-ordination of product custodians.
- Provide feedback to the committee after the sale.

### **G. Sealed Bid Auction Coordinator**

- Collect and store items for inclusion in the auction.
- Photograph and provide write up of details for Sneak Peek and social media before the sale.
- Set up and oversee auction
- Assess auction bids, notify winners, arrange collection/transfer of funds and arrange for delivery of items to winners.
- Advise Members, Customers and public that winners have been notified. Announce final result of auction. This can be via social media, web site and/or e-news as appropriate.

## Planning Dates for Activities

- January: Submit web site update for posting, terms of reference, calendar, new members.
- March: Updates, fabric and yarn sale needs, items to look for at FABRIC & YARN SALE, any new business, year-end report.
- May: Demo day, Knit in Public day, any new business, BB&B publicity.
- July: Custodian updates, sale check, publicity, financial.
- August: Sale planning and communication to Board.
- September: Sale final updates and communication with Board.
- October: BB&B Management
- November: Post-sale meeting, current budget, member planning, next year's budget.
- December: Review TOR with an update every 3 years.

## Board Calendar of Activity to Support BB&B

### June:

- Check publication deadline for any print media advertising.

### July:

- Send poster information to committee for review to be ready for August distribution.

### August:

- Prepare and distribute posters and purse size handouts at Gatherings.
- Ensure website is up to date in regards to upcoming sale, posters and drop off dates.
- Prepare advertising for various media.
- Early heads up on social media.
- Send BB&B sale notice letter to Customer list with posters and handouts as attachment last week of August.
- Send BB&B sale notice letter to Membership list with posters and handouts as attachment last week of August.

### September:

- Distribute posters and purse size handouts.
- Ensure website is up to date regarding upcoming sale and drop off dates.
- Create event notice on social media.
- Post weekly notices to social media to build an audience in conjunction with Sneak Peek.

### October:

- Ensure web site is up to date in regards to sale details.
- Weekly posts on social media to continue up to sale day.
- Arrange for either press or radio interview to promote awareness of cause and sale.
- As soon as possible after the sale, the Board Chair, with support from the Treasurer, releases gross sales numbers to the HANDCRAFTS committee.
- Shortly after release to committee, release gross numbers to Membership and Customers via email and post results to web site and social media.

**References:** Policy 230 Board Committee General Terms of Reference (found on Google Drive), TORs for other committees