



UJAMAA GRANDMAS

Policy Name	Handcrafts Committee Terms of Reference	Policy Number	236
Date Revised	November 25, 2019	Supersedes:	n/a
Date Reviewed or Approved by Board:		Next Review Date:	Fall 2022

What does this Committee do?

The Handcrafts Committee supports and manages the products crafted by UJAMAA GRANDMAS Members for BAGS, BABIES & BEYOND (BB&B) while fostering a supportive community amongst the contributing handcrafters.

What can UJAMAA GRANDMAS 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 guidelines current.
- 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 in terms of fabric and images used for BB&B.
- Members will forward copyright permissions to handcrafts@ujamaagrandmas.com for inclusion on the HANDCRAFTS Patterns pages.

What can the Board expect from the committee?

The committee will:

- Manage BB&B sale of handcrafted products.
- Report regularly to the board via the board liaison.
- Submit annual budget requirements as requested.
- Be present at the gatherings for communication, activity updates and information to members.
- Maintain committee reports and minutes.

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.
- Treasury support in the form of management of cashiers and collection of sale proceeds during the sale, 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, 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.
- Liaise with Board.
- Manage the email account.

B. Secretary

- 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, inventory reports and other communications as needed.
- Prepare other correspondence in collaboration with chair such as Annual report, sale summary, thank you notes.
- Provide content for Handcrafts section of E-news with input from PCs.
- Collect and submit website content for posting and ensure information is current.

C. Workshops and Demos Registrar

- Manage registrations 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, organize product throughout the year.
- Maintain an inventory of product as they come in and post sale.
- Regularly attend or ensure product line representation at gatherings.
- Understand membership skills.
- 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 come in, not at end of year.
- 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 – return to handcrafters, donate to Magic of Christmas, maintain for next sale as discussed at committee meeting.

F. BB&B Sale Co-ordinator

- Chair Handcraft meetings from July to October.
- Submit budget needs for sale.
- Book sale venue and liaise with other committees, people at venue.
- Arrange for cheques, Insurance certificates and licences.
- 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.
- Ensure signage for the sale.
- Be the “go to” person for the event.
- Oversee the retrieval and storage of display materials. Maintain relationship with Magic of Christmas.
- Work with Registrar to communicate with volunteers.
- Oversee the set up and tear down of the sale with co-ordination of product custodians.
- Coordinate Sneak Peek of Products from all Product Custodian Group.
- Provide feedback to the committee after the sale.

G. Sealed Bid Auction Co-ordinator

- Collect and store items for inclusion on the auction.
- Photograph and provide write up of details for Sneak Peek and social media before the sale.
- Set up and oversee auction during the sale.
- 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 and announce final result of auction. This can be via social media, web site and/or e-news as appropriate.

Committee Calendar of Activity

- January: Submit web site update for posting, terms of reference, calendar, new members.
- March: Updates, fabric sale, any new business, year end report.
- May: Discuss Demo day, Knit in Public day, any new business, publicity.
- July: Custodian updates, sale check, publicity, financial.
- August: Sale planning and communication to board.
- September: Sale final updates. and communication with board.
- November: Post sale meeting, current budget, member planning, next year's budget.

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 North Gathering.
- 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.

September:

- Distribute posters and purse size handouts at both Gatherings.
- Ensure website is up to date regards upcoming sale and drop off dates.
- Create event notice on social media by mid September.
- Post weekly to social media to build audience in conjunction with Sneak Peek.

October:

- Ensure web site is up to date in regards to sale details.
- Send BB&B sale notice letter to Customer list with posters and handouts as attachment during first week of October.
- Send BB&B sale notice letter to Membership list with posters and handouts as attachment during first week of October.
- 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, release 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.