

Fibre Day Coordinator

Job Description

Fibre Days are informal monthly opportunities for ASH members to get together and socialize while working on various fibre projects including spinning, kumihimo, knitting or any other fibre related activity.

They are generally held on the second Saturday of each month September until June from 10 - 2.

Duties and Responsibilities

- In July ensure with Treasurer that Scott Manor House has been booked for these dates
- Put a reminder in Loomsong each month and send a reminder email to the membership a week before the Fibre Day
- Open Scott Manor House on the day by 10:00 am and make coffee/tea available
- Collect \$2 from participants to cover SMH rental
- At the end of the day the floor should be swept, dishes cleaned and put away and the kitchen tidied
- Any expenses for refreshments should be recorded and bills plus collected money should be passed on to the Treasurer
- Ensure non-members pay \$12 drop-in fee for the day
- Write an annual report for the May issue of Loomsong