

Duties and Responsibilities

June

- Send new executive list to NSDCC indicating the new ASH representative
- Schedule an Executive meeting prior to September to:
 - Establish a budget for the upcoming year, and
 - Begin planning programs, workshops, study groups, library and Loomsong for upcoming year
- Regular meeting is a Pot Luck with no business; announcements only

July/August

- Respond to correspondence
- Contact Loomsong Editor to arrange the delivery of articles and items from the mail by August 1st in time for September publication

September

- Business Meeting
- Call for a Motion to pass the proposed budget.

October

- Business meeting

November

- Liase with Demonstrations Coordinator to enlist volunteers to demonstrate at NSDCC market

December

- Business meeting
- Program: Christmas ornament exchange; items for charity; Trading Post; goodie potluck

January

- Business Meeting

February

- Call an Executive Meeting
- Business Meeting
- Call for an Audit Committee

March

- Business meeting
- Have Past President call for Nominating committee; one to three members
- Reminders to the Executive to:
 - submit expenses to the Treasurer
 - update the job descriptions

April

- Business meeting:
 - call for a year-end reports to be submitted from committee chairpersons to Loomsong Editor.
- Write an annual report for the May issue of Loomsong

President - cont'd**Job Description****May**

- Business meeting:
 - Old Business
 - Committee Reports
 - Nominating Committee Chairperson presents the New Executive; new President takes over
 - Ensure that relevant files are passed on to new executive

OTHER DUTIES

1. Send Welcome email to new members including relevant information on ASH benefits, activities, web resources and events
2. Advise and help committee members, when required.
3. Participate, when possible, at special events (demonstrations, study groups, workshops, annual sales, etc.)
4. Attend, when required, any other standing committee meetings other than full executive meetings.
5. In the unfortunate event of the death of an ASH member, the President will send condolences and flowers or a food tray in the amount of \$50

Items to keep on hand

- Constitution of ASH
- ASH Brochure
- Membership Forms
- ASH membership list
- ASH "Membership key-file" (defines each member's specialty in weaving or spinning.)
- ASH letterhead, envelopes, stamps
- Duotangs for correspondence files
- Job descriptions for ASH executive

See Addendum Two for suggestions for business meeting format.