

Washington Calligraphers Guild, Inc.
501(c)(3) Educational non-profit
(incorporated in Merrifield, Virginia)

Position Descriptions: Officers and Committee Chairs

*Originally compiled 2018 by Ginny Lockhart (Member-at-Large)
Updated December 1, 2020 by Tamara Stoneburner (President)*

Bylaws: Article II – Purpose

The purpose of the organization shall be to promote the appreciation of calligraphy, its history and applications; to foster a wider understanding of calligraphy as an art and as a science; to conduct studies, to undertake research, and to carry out educational programs directed toward their ends.

Bylaws: Article VI – Section 7

No Officer or Board Member shall by reason of his/her office be entitled to receive salary or compensation; but nothing herein shall be construed to prevent an Officer or Board member from receiving any compensation from the Guild for duties other than that of an Officer or Board member or reimbursement for expenses incurred in the performance of official Board duties.

BOARD OF DIRECTORS:

Elected Officers (duties outlined in Bylaws Article VI-Section 6: Board of Directors):

President:

Shall be responsible for the administration of the Guild, including matters such as serving as the calendar coordinator for all official Guild activities (general meetings that include Board meetings and the Annual meeting), acting with the advice and consent of the Board members; shall be a member ex officio of all committees, excepting the Nominating and Audit committees; shall be personally familiar with the status of all committee work to assure that the Guild's policies and purposes are being adhered to and that the programs are being carried forward effectively; may appoint a parliamentarian to aid in the running of meetings and related matters; may approve bills for payment and may authorize individual expenditures up to \$100.

TMS note: Also responsible for communicating announcements and other items of interest to the membership via e-mail blasts (TinyLetter); annually updating the Welcome letter that is included in all New Member packets, and providing the Bulletin item: Letter from the President, that covers the current state of the Guild. There is also the imperative matter of ensuring that the WCG Board maintains its liability insurance policy (currently with Erie Insurance as of September 2019 – renewed annually).

The President was granted 'read-only' access to the PayPal account on November 6, 2019 in order to supervise all monetary electronic activity.

Vice President:

Shall assist the President in the accomplishment of his/her duties; shall assume the responsibilities of the President in his/her absence.

***TMS note:** This position, along with that of the President, can often be research-intensive, especially in ensuring the contracts we use are up-to-date and that our Bylaws and Standing Policies are current.*

Secretary:

Shall be responsible for the notification of all Guild members of general meetings, and the notification of Board members of Board meetings; shall maintain a listing of the current Board membership; shall prepare a synopsis of Board activities, drawn from the Board minutes, for distribution to Guild membership.

Treasurer:

Shall administer and keep records of the Guild's finances; shall deposit the Guild's funds in a bank designated by the Board; shall pay bills on behalf of the Guild and have the power to approve bills for payment; shall prepare an annual Financial Report for presentation at the Annual Meeting and interim reports upon direction of the Board; shall be chairman of the Budget and Finance Committee, or shall be authorized to appoint a chairman, subject to the approval of the Board.

***TMS note:** The Treasurer annually files any applicable IRS Tax forms (usually Form 990 e-postcard if the Guild's income is \leq \$50,000; Form 990, if income is $>$ \$50,000). The Treasurer also stands in as the primary signatory on bank accounts and the signing and disbursement of checks made for payment. The Treasurer also prepares an IRS Tax Form 1099 for anyone earning \$600 or more (e.g., Scripsit and Bulletin editors) and submitting these to both the individual and IRS in January of each year.*

As of 2019, the Treasurer also holds main access to the Guild's PayPal electronic account, serving as the "owner" of the account and its main point-of-contact (this information on record can be updated as the position conveys from one person to another and new treasurers are elected). The Guild's PayPal account was overhauled August 2019 to reflect this ability to convey "owners" as well as set up properly to indicate that WCG is a non-profit organization, eligible for certain transaction fee discounts through PayPal. The Treasurer also maintains annual renewals of the Guild's insurance policy, its Zoom video conferencing account, and its domain and server registrations (for Website maintenance).

It was emphasized during the 2020 Guild season that the Treasurer cannot make payments or reimbursements unless substantiating receipts, invoices, and contracts are submitted beforehand.

Member-at-Large:

Shall serve as the liaison between Guild members and the Board.

***TMS note:** Essentially, the Member-at-Large conducts "pulse-checking" by tracking and presenting the interests, trends, and concerns occurring within the calligraphic arena. Also maintains Guild representation (remotely or directly) when in the presence of other calligraphic groups, societies, and guilds (such as at an international conference).*

Committee Chairs:

Audit:

Board-appointed, three-person committee that goes over the books and financial reports to ensure accuracy and specificity in information (profits vs. expenditures).

The President, Vice President, and Treasurer shall not serve on the Audit Committee.

TMS note: Committee can consist of an external CPA, bookkeeper, or parliamentarian in order to maintain neutrality and objectivity during the audit process (refer below to Section 4 of the Bylaws regarding Budget and Finance).

Budget and Finance:

[Chairman: Treasurer or the Treasurer's Appointee – Members appointed from the Board]

As stated in the Bylaws: Article VIII – Financial:

Section 1. The Fiscal year shall start on January 1st of each year.

Section 2. The Budget and finance Committee shall prepare a Budget for approval by the Board at the February Board Meeting. The priorities of the budget shall reflect the program and purposes of the Guild. Programs may be planned for periods longer than one year, but such programs shall be subject to annual review.

Section 3. The books and financial records of the Guild shall be audited annually by the audit Committee; said committee shall make a report of their findings at the Annual Meeting.

Section 4. The Board of Directors may hire and fix the compensation for any and all employees whom they determine to be necessary for the conduct of business of the Guild.

Bulletin Liaison:

Collects announcements about upcoming classes, exhibits, lectures, current member news and updates; articles of interest, workshop, book, and product reviews; and samples of member artwork to be featured in the bi-monthly bulletins. Sets up the deadlines for submissions to be received. Works in tandem with the Membership Chair to include updates to the membership pertaining to new members, renewals, and those signed up at the upper levels of Supporting, Patron, and Sustaining.

Bulletin Editor – paid \$300 each Bulletin issue (must invoice the treasurer to receive payment) for its design and lay out. Published four times during the Guild's season from September to May (*August/September, November/December, February/March, and May/June*).

Should be proficient in layout software. Provides the digital final file to the printer, after having the proof read over, approved, and modified/corrected accordingly to any edits (provided by the Bulletin Liaison, Membership Chair, President, and any other designated proofreader). Receives and mails the hardcopy version of the Bulletin to those members and guilds who have chosen

this option. Provides the downloadable .pdf link to be accessible via TinyLetter e-mail blasts and on the Website.

Cultural Alliance of Greater Washington Liaison (*defunct as membership within the Cultural Alliance has proven too costly*):

TMS note: The Cultural Alliance serves as a DC Metro local directory of resources and references including instructors, marketing (PR and HR), finance (accountants and lawyers offering sometimes pro-bono guidance for non-profit organizations), educational venues (museums, galleries, and other cultural agencies), job banks, societies and guilds, and arts/crafts materials suppliers.

https://en.wikipedia.org/wiki/Cultural_Alliance_of_Greater_Washington

Education (*currently inactive*):

Considered a public outreach position, the Education Chair informs the Board about any opportunities to present calligraphy (exhibits) or to teach/speak/lecture aspects of it (public lectures and demonstrations). Pulse-checks any trends occurring within the calligraphic arena and informs about the direction the Guild should follow in promoting this art and making it more accessible to both the general public and WCG members.

Exhibits (*currently inactive*):

Handles the logistics of creating exhibits of member artwork, either for Guild purposes (anniversary) or representations in external, but relative venues. Usually these exhibits are juried. The Exhibits Chair must then arrange for a small panel of judges to oversee.

TMS note:

Logistics include procuring the physical space (venue); developing the exhibit's theme; and becoming the primary point-of-contact and liaison for the completion of any facility applications and contracts, arrangement of fee payments (must invoice the treasurer for actual payments); the receipt and temporary housing of artworks; vetting and recruiting volunteers for hanging the exhibit, returning the artworks at the end of the exhibit (shipping/local pickup); and for any publicity promoting the event (working in concert with the Guild's Publicity and Social Media Chairs).

As of 2021, the Exhibits Chair also becomes involved in any digital, online exhibits to be featured on the Guild's website.

As a follow-up after an anniversary exhibit, the Exhibits Chair also informs any Scripts Editor seeking to publish a related issue by providing written statements, articles, and any high-resolution photographs of the artworks featured.

Fundraising and CalligraFest (*currently inactive*):

Handles the creation and selling of WCG-branded products (perpetual calendars, t-shirts, pins, mugs, silent-auction artwork donations, past issues of *Scripts* and *Bulletins*, etc.) – the proceeds of which are applied towards the funding of WCG programs, scholarships, and workshops.

CalligraFest: One-day event featuring mini-workshops, vendors, calligraphy and craft demonstrations, raffles, and silent auction. Often relies on a network of instructors, local vendors, and donations/sponsorship by related suppliers. Publicity for this event is arranged via radio, newspapers, and social media. Should be prepared and arranged six months prior to the event in order to publicize properly, handle mini-workshop registrations, and solicit/accept donations of raffle items and silent auction artwork.

Graceful Envelope Contest (GEC – annual event):

Theme creation – Dissemination of general promotion and contest regulations approximately three months prior to event availability – Receipt of domestic/international submissions to be considered for both the Adult and Student categories (envelope-design submissions should be mailed directly, then finally processed through the USPS) – Arrangement of 4-hour judging session (involves recruiting volunteers for set-up along with procuring two judges, as well as lunch accommodation) – Arrangement for local public display within the DC Metro area, as well as potential traveling tours – Creation of a permanent binder for storage of winning envelopes for archival purposes.

Hospitality:

Provides refreshments at the Guild’s general public program meetings. Also handles any sending of floral arrangements and hand-written cards for the purposes of either condolence, encouragement, or celebration.

Library:

Manages the inventory of donated artwork and books, as well as arranges its storage (submits receipts for reimbursement to the Treasurer for any space rentals). Also houses the backlog of *Scripsit* issues for resale. Updates the listing for viewing on the Guild’s website. Will intermittently cull the collection of books, removing duplicates and replacing those of poorer condition quality with better copies. Any supplies or furniture are usually reserved for future market fleas or CalligraFest sales.

Researches and purchases books to expand this inventory using an annual allowance set at \$250.

Specific duties include:

- Organizing and maintaining the bulk of the library book collection in the Concord-St. Andrew’s Church Library Room (granted WCG this space as a gift at no cost to the Guild); organizing and storing other library materials; using best practice standards

Concord-St. Andrew’s United Methodist Church (CSA):
5910 Goldsboro Rd - Bethesda, MD 20817
301/229-3383

- Keeping an inventory and written record of all items in the collection using *Library Master* software, including their location (CSA or offsite)

- Receiving, acknowledging, and processing library gift donations (books, journals, audio/visual materials, and original artwork)
- Working with the Programs Committee to highlight materials in the collection
- Making library materials available to guild members by appointment and at Guild Program meetings (Librarian should be on-hand during these times)

Mailing:

Responsible for mailing the Guild's publications of its journal, *Scripsit*, bi-monthly bulletin, and member directory. Must sort all bulk-mail items by zipcode for faster and efficient processing by the USPS.

Is the point-of-contact for any direct USPS transactions: annually renewing the non-profit bulk-mail account and rental of post-office boxes. The USPS favors check payments, and does not use PayPal or bank EFTs. Keeps the original receipts and submits copies of such to the treasurer for any reimbursements. Must track and replace any lost P.O. box keys.

Responsible for picking up any mail received at the Merrifield, VA P.O. Box (usually every fortnight) and forwarding these items to the appropriate departments and committees within the Guild (particularly Membership renewal forms and dues, newsletters from other guilds, the annual renewal of the Guild's insurance policy, and any submissions for the Graceful Envelope Contest).

Membership:

Maintains an updated computer spreadsheet that reflects membership status and current contact information for all WCG members and other guilds, both US and foreign. Directly provides this information (if deemed publishable by submitting members) for the purpose of the Guild's Directory (designed and produced by another individual). Also disseminates monthly renewal notifications to the members in a timely manner (since WCG membership revolves throughout the year); sends appeal notifications when membership has lapsed. Sorts the membership into the levels of Regular, Supporting, Patron, and Sustaining. Acknowledges and provides any current membership activity updates to the Bulletin Liaison and Bulletin Editor for inclusion in the Guild's bi-monthly newsletters. Sends 'thank-you' correspondence to those members at the upper levels of Patron, Supporting, and Sustaining. Works in concert with the Zapf Scholarship Chair and the Treasurer to ensure a portion of each member's dues goes toward seeding the scholarship for the benefit of its continuation (\$1/Regular membership; \$5/Supporting-Patron-Sustaining). Helps to validate WCG-member status for Workshops registrants to ensure that they are eligible to receive the member-benefit discount. Generates mailing labels from the spreadsheet and sends out labels for various mailings: *Scripsit*, bulletins, postcards and directories (*should submit receipts to the Treasurer for reimbursement regarding mailing labels, printer ink cartridges, paper supplies and envelopes, and any database software updates and maintenance*).

- Membership notices arrive via PayPal and through USPS (checks/forms sent to the Treasurer). Since 2019, the Treasurer provides both the Membership Chair and the person handling New Member packets any PayPal reports and scans of physical member registration forms/checks in order to better inform the Member database. The Membership Chair checks the PO box

regularly for incoming notices. The Membership Chair was also granted 'read-only' access to the PayPal account on November 8, 2019 in order to track who signs up electronically.

- New Member packets for consist of a back (or current) issue of *Scriptis*, along with a 'welcome' letter from the Guild President, several older Bulletin issues and a directory (*out of stock as of January 2019*).

The Membership Chair can delegate some of these duties to assistants as is deemed necessary to lighten the comprehensive load of this position.

Nominating:

The Nominating Chair forms a three-person committee appointed by the Board each January for the purpose of nominating candidates for the elected officers of President, Vice President, Secretary, Treasurer, and Member-at-Large.

As stated in the WCG Bylaws: Article IV - Section 3 – Officers and Their Election:

Approximately three months prior to the scheduled date of the Annual Meeting, the Board shall appoint a three-person Nominating Committee. The names of the Nominating Committee members shall be published in the available issue of the Bulletin. It shall be the duty of the Nominating Committee to nominate a slate of candidates for the offices to be filled at the Annual Meeting. Nobody shall be nominated without his or her prior consent. The slate of names shall be included in the call for the Annual Meeting. Prior to the time of the election at the Annual Meeting, additional nominations from the floor shall be permitted. The election shall be by ballot; however, if there is but one nominee for any office, it shall be in order for the President to declare that nominee elected by acclamation.

Programs:

Primarily responsible for developing a slate of topics and speakers/instructors/demonstrators to be featured during the Program general meetings that are free to the public as well as to WCG membership. These programs are usually held monthly during the Guild season (September-May), weather permitting. The Programs Chair also provides to the Treasurer any invoices for presenter honorariums, as well as receipts for reimbursement (supplies needed to run the program). The Programs Chair would also oversee any promotion of these programs, working in tandem with the Publicity or Social Media Chairs (for public outreach), or by advertising in the TinyLetter e-mail blasts, Bulletin, or on the Website (to communicate with WCG members).

Description of Program meetings:

- Open to the membership of the WCG as well as to the public.
- Offered as frequently as conceivably possible.
- Conducted in a wide spectrum of formats: lecture with visuals, demonstration, video, tours.
- Honorarium for program presenters: (\$150 per individual; \$80/per presenter for up to a 4-person presentation)
- Short in duration: 1-2 hours for an evening lecture, 3-4 hours for a daytime mini-workshop or tour.

TMS Note: The Programs Chair also holds in possession any physical keys and/or keypad entry codes to venues where the Guild has program meetings. Also houses and maintains any

equipment and supplies needed to run a program (e.g., refreshments: coffee/tea/bottled water, finger foods, coffee makers, tablecloths, dishes, silverware, condiments, trash bags; presentation: electrical cords and outlet strips, projectors, screens, laptops and presentation software). The Programs Chair oversees program set-up and “tear-down” for those meetings held at a physical venue. If an online program, this person may contract the Technical Host to run the program via Zoom video conferencing (and would ensure that an invoice is submitted to the Treasurer for the Technical Host’s services).

Publicity:

Promotes Guild programs, events, and activities via brochures, posters, newspaper, radio, and magazine advertisement in a timely manner.

Scripsit Liaison:

Provides the administrative work necessary to produce two issues per year (April and October); a standard issue being 32 pages plus cover (i.e., four more pages).

Theme creation (issues a Request for Proposals as needed to find new editors and ideas-- Solidifies the specifics of contract given to the Scripsit Editor – Arranges for invoices and payments for both the Editor and the Printer with the Guild’s treasurer – Coordinates and firms up the amount of issues and the retail pricing with outside vendors (John Neal Books and Paper & Ink Arts).

***TMS note:** There is a separate digital file containing documents that outline how to schedule the production of an issue, communication with the printer, and delivery/mailing of issues. In this file are also sample contracts to be used with the Scripsit Editor and any featured artists. In 2018, this file was compiled by Gretchen Elson (former Liaison) and provided by Ginny Lockhart (Member-at-Large).*

Scripsit Editor: paid \$3,000 per standard journal issue of 32 pages (including cover) – provides the theme, design and layout. Works closely with the chosen printer to ensure the correct amounts are printed and shipped to the recipients/vendors: WCG, John Neal Books, and Paper & Ink Arts.

There is another aspect of Scripsit that should be mentioned, that of managing the back-issues:

Scripsit Back-Issues Orders Manager (subset position to the Librarian):

- Receiving and shipping orders for back issues of *Scripsit* from individuals and vendors (John Neal, Paper & Ink Books)
- Keeping track of all sales and postage spent for shipping (Excel)
- Keeping a current inventory and price list of all back issues available for sale
- Storing *Scripsit* back issues

- Working with the following standing committees and officer: *Scriptis* Liaison to determine journal pricing; Website Manager to ensure the WCG website is up-to-date with which issues are available for sale; the Treasurer to process payments

Scholarship (Zapf):

The Scholarship Chair is responsible for maintaining the scholarship's charter purpose and specific qualifications in its monetary disbursement. Oversees the application and vetting process by providing guidelines and ensuring an applicant completely and appropriately responds to the scholarship requirements. Is responsible for substantiating the Guild's contribution in annually seeding this fund via a portion of its membership dues receipts (\$1/Regular; \$5/Supporting-Patron-Sustaining).

Specific duties include:

- Setting a deadline for annual applications. As of 2019, Feb. 26 has been set as the official deadline for each year. This gives potential applicants plenty of time to prepare for application
- Setting up a panel of usually three judges. This should be made up of calligraphers who are established in the field of calligraphy and are aware of how and why Prof. Zapf set up this scholarship for the WCG.
- Answering any questions to clarify and help potential candidates who may or may not be eligible to enter, e.g. have not been members of the WCG for at least a year prior to applying.
- Reviewing application policies every year and revising them if necessary.
- Setting up a meeting with the judges to go over the applications.
- When/if a winner is selected, sending out a contract to be signed showing that the applicant is in agreement with the requirements.
- Sending out results to applicants with either congratulations or suggestions of what each might do to improve chances of being awarded a scholarship in the future
- Directing the treasurer to send any monies awarded to either the instructor, workshop or conference registrar
- Publicizing the scholarship to encourage participation

*In 1988, at the first Letterforum Conference (WCG-hosted international calligraphy conference), Professor Hermann Zapf endowed a scholarship fund, the **Hermann Zapf Education Fund (HZEf)**, for those who have been members of the Washington Calligraphers Guild for at least one year.*

The scholarships are offered annually through the generosity of the late Professor Hermann Zapf and his wife, the late Gudrun Zapf von Hesse. Designed to assist promising students of calligraphy and its related arts with ongoing expenses to further their study of the historical hands using the broad-edged pen, the grants can be used for workshops, classes, books, conference fees, private studies, etc.

The awarded amount of money does not exceed \$1,000 per session, and more than one recipient may be selected each time. A panel of three judges reviews applications (blind entries) and selects the successful candidates for a main award and possibly smaller awards.

TMS note:

At no point or under any circumstance should the monies within the Zapf Scholarship Fund be used to “seed” other Guild programs, grants, or scholarships. Doing so would invalidate its charter and be considered an abuse of the fund.

Social Media:

Considered public-outreach positions, these chairs maintain specific and current WCG-related postings of its upcoming events, workshops, programs, as well as other items of interest relative to calligraphic art promotion.

- **Facebook** (should have an assistant allowed access to the account in order to continue posting when the primary person is either unavailable or incapacitated)
- **Instagram** (should have an assistant allowed access to the account in order to continue posting when the primary person is either unavailable or incapacitated)

Website (promotional, informational, and archival content):

Responsible for updating content (both image and text) on the Guild’s website:
(<https://www.calligraphersguild.org/>).

Also maintains the accounts/contracts with domain name and host-provider registrations (with DreamHost & Cloudflare, respectively, as of 2019).

Is responsible for ensuring that both the Workshops and Membership registration sections of the website work seamlessly with PayPal.

Workshops:

The Workshops Chair’s primary functions are recruitment of instructors and fleshing out workshop topics (maintaining a balance of subjects that are appealing and applicable for all levels of students from beginner to advanced). Determines the quantity and schedule of workshop events. Serves as the main liaison between the instructor and the Workshops Sub-Committee, negotiating an instructor’s needs and special requests in compliance with the Board’s requirements. Provides promotional items (images and write-ups) for inclusion in the TinyLetter e-mail blasts, Bulletin, Website, and Social Media platforms. Can research and

inform Legal of suggested costs and pricing of venues, instructor's fee requests, and any materials fees (*note that Legal is the only authority to negotiate final costs and fees and Finance is the only authority to make payments covering such*).

TMS note: *The Workshops Chair and Workshops Registrar were each granted individual 'read-only' access to the PayPal account (on November 28, 2019 and December 7, 2019, respectively) in order to better track the 'who/what/when' aspects of electronic registrations.*

Considerations for Physical Venues:

- Susses out local locations within the DC-Metro area (DC, Virginia, and Maryland)
- Determines the student limit for the chosen venue (usually at least 12 to meet overhead costs and cover an instructor's fees; usually no more than 30 so as to keep the classes more direct and hands-on, and to not over-stress the space a venue can feasibly provide).
- Serves as main point-of-contact during the procurement phase:
 - Provides proof of insurance covering the chosen facility
 - Fills out and signs any facility application forms
- Arranges for a Workshops Monitor to be present during the workshops to aid both the instructor and students (setting up tables/chairs, handing out any materials, and answering any on-the-spot questions).
- Arranges for a host or hotel accommodation for the instructor (see additional note below).

Per the WCG Standing Practices and Policies – September 16, 2014:

Any WCG member who houses an instructor will be reimbursed 25% of the workshop fees if attending, or the actual value of same if not attending.

- Helps to arrange the instructor's travel itineraries (especially when sharing the instructor with other guilds or societies, wherein the costs are to be split evenly)

Considerations for Online Format:

- Determines the participant "cap," following the guidance and consent of the instructor

TMS note: *It was determined November 2020 that the Workshops Chair envisions these classes remaining smaller with a more intimate atmosphere. These types of workshops allow for more direct dialogue with and feedback from the instructor. Therefore, most "caps" are set for no more than 25 students, even though the Guild's Zoom account can accommodate up to 100 participants. This larger accommodation with any future capacity upgrades will be reserved for online program (lecture and demo-based) and annual (election) meetings.*

- Recruits the technical host (the Workshops Chair must contact Legal to have the contract negotiated and employed).

Workshops Sub-Committee (formed in 2020):

Provides a “concierge” system so that all aspects of Workshops run smoothly and that no one person is responsible for handling all the involved complexities and considerations; each person rendering service according to his/her strengths and within the authority set up for each position.

Legal (Contracts– added August 2020):

Responsible for administering the contracts to both the instructors and hired technical hosts (if the workshops are held online via Zoom). Refer to the separate standard contract addendum to this document. Often this person also oversees any instructor-fee and workshop pricing negotiations, as applicable and customized for each workshop. This person conveys all contracts over to the Treasurer for final and complete payments.

Registrar (added 2019):

Handles the registrations (primarily via PayPal), supervising any unusual circumstances (wait-lists and potential refunds). Helps to determine if a particular workshop should be offered multiple times if an overflow of registrants proves substantial.

Finance (Treasurer):

This person is the only official authorized to make payments (either via PayPal or bank draft). All contracts, invoices, and applicable receipts are forwarded to this person before any payment can be made.

Special Assistants to Board of Directors:

Archivist:

Responsible for housing and maintaining the Guild’s historical and legal documents pertaining to its charter, Articles of Incorporation, Letter of Determination as a non-profit entity, copies of Board Meeting Minutes, and copies of any Annual Financial Reports submitted to the General Membership, as well as the Zapf Scholarship charter and chronology.

Organizing guild correspondence, papers, financial statements, legal letters of incorporation, guild publications, and other archival materials using archival best practice standards.

Keeping an inventory and written record of all items found in the WCG Archives (Word, Excel)

Making archives available to the Board and Guild members by appointment.

Storing 9-10 boxes of archival materials in order to provide a consistent and secure location.

Parliamentarian:

Should be familiar with the Guild’s Bylaws, Special Rules of Order, and Standing Practices and Policies. Interprets and applies the business formalities as prescribed in *Robert’s Rules of Order, Newly Revised (that covers protocol for formally running business meetings)*, and advises in such matters that are unprecedented or presenting inconsistencies not addressed in RRONR.

Registered Agent:

A WCG member of good standing who is a minimum of 18 years old and has a physical address in the state where the guild is incorporated (Virginia) that is *not a P.O. box*. This ensures that there is a place with a street address where the guild can be contacted or served with notice of a lawsuit or other legal action. *The nonprofit itself may not serve as its own registered agent.*

The Registered Agent must annually and electronically file IRS Form 1023 or Form 1023-EZ to apply for recognition of exemption from federal income tax under section 501(c)(3), as well as handle any applicable filing fees (to be reimbursed by WCG). Some states also have state tax-exempt organization status procedures that a registered agent would oversee. Must provide the Guild's EIN (52-1366730) when necessary.

Technical Host - Zoom (added August 2020):

Paid \$150/session. Must sign and send back a contract to WCG's Legal to both set up the details of each session and receive payment.

The following duties description was provided by Heather Martinez (WCG's primary tech host) on October 20, 2020:

Discovery and Design meetings

- *Meet with WCG committee and instructor to determine tech and support needs*
- *Supply instructor with detailed agenda*

Tech Check Sessions

- Set up, teach the basics of zoom, create a visual survey of who is in the room, how to dial in with a 2nd camera, troubleshoot, guide participants through updating software and checking internet speed, how to upload images for virtual gallery walks, record and send video links to participants

- Take roll, find out who is dialing in and on what devices, tailor session to the instructor and students' needs

- Format chat and share link in YouTube description

Set Workshop Zoom Sessions

- Provide the Zoom links to pass on to participants

- Include meeting #, password, and email and/or cell if they need help outside of the session

Zoom Sessions

- Tech host for live sessions for any WCG regular meeting (including Programs and the Annual Meeting – Elections)

- Take roll call, troubleshoot tech issues in private chat

- Admit participants and mute those with background noise

- Arrange video screens to put participants and their 2nd cameras near them

- Rename participants when needed

- Track time, post timers during breaks

- Record, compress and post videos

- Post links, resources and answer questions in the chat

- Create virtual gallery walk

- Other duties depending on design call with instructor

Deliverables

Final resources page including links to videos, demo pages, sample works, formatted chats, WCG survey and any additional resources supplied by the instructor.

As of January 2020, the Guild's Zoom account was created to accommodate up to 100 participants; in June 2020, the data storage was upgraded to accommodate any recordings made during meetings and workshops.