

Committee nominations, 2025-2026 term

Role / Responsibilities	Nominee
<p>Membership</p> <ul style="list-style-type: none"> - Keep accurate and updated membership file (MailChimp and GoogleGroup); - collect, record, deposit annual fees; - prepare and share membership listing; change door code annually - shares information with Board; updates committees with changes during the year 	<p>Norma Rosier</p>
<p>Communications</p> <ul style="list-style-type: none"> - Gather information from Board and committees to share in varied modes: within the membership, and publicly. - Website – update, create content - Guild email – monitor daily; - Social Media (FB + Instagram) - Newsletter – monthly - Fibre Focus submission (4 per yr- max. 100 words + photos) 	<p>Janet Noyes, Nancy Bowman, Em Harmsen, Alison Hambleton</p> <p>Google group manager: Norma Rosier</p>
<p>Programme</p> <ul style="list-style-type: none"> - Plan and coordinate programs for our general meetings (Oct.- May) - Plans Annual Guild Challenge 	<p>Vacant</p> <p>2-3 people could share this position</p>
<p>Marketing</p> <ul style="list-style-type: none"> - Monitor and update (as needed) Guild promotional materials (business cards, rack cards, banners, special items) - Suggest connecting with various media and print outlets (visitkingston.ca; Profile Kingston; Kingston Arts Council, etc.) - Works closely with Communications, Sales 	<p>Vacant</p>

<p>Sales</p> <ul style="list-style-type: none"> - Reviews and updates quality standards. - Plans, sets dates, reserves space, coordinates promotions, sales tags, packing etc. - Encourages members to provide items for sale - Works closely with Marketing, Communications, and Treasurer 	<p>Coordinator: Barbara Heins Team: Jocelyne Campbell</p>
<p>Studio Team</p> <ul style="list-style-type: none"> - Oversee the organization of studio and equipment to support workshops, study groups, and Open Studio. - Maintain studio calendar; annual inventory; monitor equipment needs - Welcome visitors and new members - (equip. maintenance + rental) 	<p>December sales: Nancy Bowman</p> <hr/> <p>Library: Norma Rosier</p> <hr/> <p>Dye station and window displays: Hollie Currie</p> <hr/> <p>Equipment (weaving): Janet Noyes, Alida Moffatt</p> <hr/> <p>Equipment (spinning): Nancy Bowman, Rachel Stewart</p>
<p>Workshops</p> <ul style="list-style-type: none"> - Plan and schedule workshops in spinning weaving, dyeing, felting, basket making 	<p>Gabriela Marshall</p>
<p>Events</p> <ul style="list-style-type: none"> - Coordinate Guild response to community events, e.g., Tett building wide events, Culture Days, Family Day, support for Sheep to Shawl - Respond to community requests 	<p>Nancy Bowman Team: Krys Dallaire and Rachel Stewart</p> <hr/> <p>Sheep to Shawl:</p>
<p>Tett representative</p> <ul style="list-style-type: none"> - Attend monthly meetings with all Tett tenants and staff—share info, coordinate events, support one another - *KHWS Vice President serves on the Tett Board/subtenant committee which meets 2-4 times/year 	<p>Nancy Bowman</p>
<p>Archives</p> <ul style="list-style-type: none"> - Maintain Guild records (archive is located at Queen's University) 	<p>Yaël Schlick</p>