

Illinois Prairie Weavers

Study Group Representative Responsibilities

General Duties

Each formal study group of the Guild (usually one which presents a program in that program year) is entitled to elect someone as that study group's representative to the Guild for that program year.

Each study group's representative serves as part of the Guild's leadership by serving as a member of the Guild's Executive Committee, the Board, and the Nominating Committee (job descriptions attached). You are expected to attend and actively participate in those meetings.

As a study group representative, you are expected to represent the interests of your study group to the Guild, and to promote your study group, and study groups in general, within the Guild.

Specific Duties

Be an active participant in your study group.

Attend the July organization meeting with the entire Board to plan and becoming generally aware of the activities of the coming year.

Attend monthly Guild and Board meetings, reporting as a study group representative and obtaining any input or assistance you need for study group or other matters.

Report at monthly Guild meetings, announcing the dates and meeting places of your monthly meetings, what the group is studying, and any other pertinent information. Encourage study group participation.

Submit information for the Yearbook, newsletters or web site to promote and inform others of the study group activities and planned program.

Assist with Guild communication as needed, such as contacting your study group members for important emergency information.

Report back to your study group any information or decisions which are important to your study group.

Serve on the Nominating Committee along with anyone else appointed by the President. This usually occurs from January until the slate is presented in April.

Review this job description for any updates you can recommend to improve or clarify it for future volunteers recruited.

Estimated Time Commitment

- ~ Study group meetings
- ~ Guild and Board Meetings
- ~ Nominating Committee meetings (or communications)
- ~ Perhaps a few hours of recruiting members for leadership positions as a member of the Nominating Committee