



Convergence[®] Steering Committee Handweavers Guild of America, Inc. (Knoxville, TN)

Type: Volunteer

Principle HGA Contact: Elizabeth Williamson, Executive Director

Duration: 18 Months

Description:

In partnership with the Board of Directors and the Executive Director the Convergence[®] Steering Committee leads the overall planning, implementation, and monitoring of all tasks for the Convergence[®] conference.

Committee Roles & Responsibilities:

- Using the HGA mission as a guide, identify opportunities and strategies for expanding Convergence[®] partnerships to include new entities and work activities
- Examine and recommend approaches to promote Convergence[®] activities both internally to existing members and externally.
- Identify, recruit, screen and select qualified individuals to be members of your committee.

Skills, Knowledge & Abilities

- Ability to interpret and apply policies and standards.
- Strong organizational and planning skills.
- Demonstrated effective verbal, writing, and interpersonal communication skills.
- Proficiency in computer applications for word-processing, spreadsheet and database software.

Qualifications

- If employed, support of employer since chairing a conference can take a considerable amount of time.
- Additional support should also be available for modest clerical needs, email and telephone expenses, occasional correspondence, etc. HGA relies on this "in-kind" support in order to keep conference fees in line.
- It is advised against committing to other volunteer activities since the success of the conference depends on the ongoing and regular management of the conference committee by the conference chair.
- Must be an HGA member.
 - Membership for at least 2 years.
 - Attendance at or previous involvement with Convergence[®].
 - Support for limited mail and telephone and email needs.
 - Support for limited meeting attendance.

Benefits

- Priority Convergence[®] 2020 registration
- Complimentary Convergence[®] 2020 Value Package (CVP) includes:
 - Daily admission to the Marketplace, Demonstrations, Panels and Art Exhibits
 - One ticket to the Fashion Show
 - One ticket to the Keynote Speaker
 - HGA Tote Bag
 - Discounted Session Registration
- 6 hours of complimentary classes/sessions at Convergence[®] 2020

Steering Committee Roles

Position: Program Coordinator

Principle Contact: Executive Director

Duration: Staff position

Purpose: To oversee the activities of all conference committee coordinators, to ensure that the objectives of the conference as established by the Board of Directors and Executive Director are met, and to serve as a focal point for communications between the Convergence[®] Steering committee, the HGA Governing Board Liaison, the Executive Director and the HGA Staff.

Major Activities:

- Inform the coordinators of their duties and distribute material describing the responsibilities for each. Be sure that each understands budgetary allocations, deadlines for tasks, and basic HGA Convergence® Policies and Procedures.
- Working with the Executive Director, oversee the technical, financial, administrative and logistical management of all activities related to the conference and uphold all HGA's policies and procedures.
- Prepare agendas for committee meetings and distribute minutes of the meetings to all members of the Convergence® Steering Committee.
- Periodically review the activities of the conference committee members.
- Puts together an educational program which supports the objectives of the conference and oversees Leader Selection Committee, Session Equipment Committee, Loom Rentals Committee, and Student Fashion Design Challenge Committee.
- Serves as Leaders' conference contact onsite during Convergence®.
- Coordinate Student Assistants for the Leaders.
- Prepare a final report for the conference and submit it to the Executive Director no later than 30 days following the conference. The final report should include a critique of problem areas and list of things you would have done differently. This will greatly enhance the planning efforts of future conference organizers.
- Ensure that the appropriate Thank-you notes are sent to all committee members.

Position: Volunteer Coordinator

Principle Contacts: Program Coordinator and Membership Manager and Development Coordinator

Duration of Appointment: 12-18 months

Purpose: To recruit, train and monitor volunteer workers. This includes assisting Committee Coordinators and Chairs with building their committees; assigning Mentors and overseeing Mentorship program; and staffing Art Exhibit Monitors, Art Exhibit Set-Up and Take-Down Assistants, Classroom Set-Up Assistants, Fashion Show Dressers, Marketplace Assistants, Registration/Information Desk Assistants, Ticket Takers, and any other areas where volunteers may be needed.

Position: Marketplace Coordinator

Principle Contact: Program Coordinator and Advertising and Marketing Manager

Duration of Appointment: 12-18 months

Purpose: Works with Advertising and Marketing Manager to identify potential vendors for the Marketplace. Follows up with vendors for documents, advertising, demonstrations, etc. Oversees Vendor Demos Coordinator and Marketplace volunteers. Is onsite in the Marketplace during Convergence® to attend to vendors' needs.

Position: Special Events Coordinator

Principle Contact: Program Coordinator and Executive Director

Duration of Appointment: 12-18 months

Purpose: To oversee the activities of all Special Events Committee members, in putting together entertaining, educational, and engaging programs which support the objectives of the conference. To oversee and supervise all A/V related activities. This includes supervision of the A/V firm or contractor(s) hired to perform A/V services for the conference. Overseeing the Silent Auction Committee, produces a silent auction to raise funds for the Fiber Trust.

Position: Local Publicity/Press Relations Coordinator

Primary Contact: Program Coordinator and Advertising and Marketing Manager

Duration of Appointment: 12-18 months

Purpose: Coordination of local promotion for the conference. This includes television, radio and print advertising, writing and distributing press releases; and distribution of conference marketing materials such as gallery guides, postcards, posters, etc. Oversees Gallery Guide committee and their effort to solicit advertising for the Conference and Gallery Guide and to find places for distribution. Ideally this candidate lives in the region where the conference is being held.

Position: Tours Coordinator

Principle Contact: Program Coordinator and Executive Director

Duration of Appointment: 12-18 months

Purpose: To oversee the activities of the Tour Committee, in putting together a program of tours which support the objectives of the conference. This includes identifying tours and arranging time schedules, bus transportation, lunches, agendas, etc. Ideally this candidate lives in the region where the conference is being held.

Position: Exhibits Coordinator

Primary Contact: Program Coordinator and Exhibits and Editorial Assistant

Duration of Appointment: 12-18 months

Purpose: To oversee and/or carry out the staging and completion of any and all HGA sponsored or juried art exhibits and a fashion show which supports the overall purpose of the conference. Conference exhibits include Fashion, Leaders'

Work, Interns' Work, Basketry, Mixed Media and Yardage and are subject to change. Oversees Exhibits Committee and their effort to locate off-site exhibition space to host fiber art exhibits coordinated with local/regional guilds and established fiber artists for publication in Conference and Gallery Guide.

To Apply

Please log in to your account here to complete the Steering Committee Volunteer Application.

<https://weavespindye.z2systems.com/survey.jsp?surveyId=45&>

Application Deadline: February 28, 2019

Review of applicants will begin immediately and will continue until the positions are filled.

Handweavers Guild of America, Inc. is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap or National Origin.