

Report of the Guild Guidelines Committee

August 29, 2024

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During the May 2023 Annual Meeting when Claudia Gibson was re-elected as President, one of her stated goals was to produce a “procedure manual for the Guild itself, so that long-term projects as well as month-to-month Guild business, are all attended to.” Following a discussion between Claudia and Layne Tharp in the fall of 2023, Layne agreed to contact officers, committee chairs, and other pivotal members to compile information on Guild operations. Written officer descriptions from the late 2010’s also served as a resource.

In February 2024, Marty Reid joined Layne to begin editing the collected information and Becky Jensen joined the Committee in March 2024 to provide expertise in editing and formatting the document.

The Guild Operating Guidelines were sent for review to the Executive Board (Claudia Gibson, President; Kathy Carvey, Secretary; Ron Halterman, Treasurer; Shannon Cunniff, nominated Vice-President; and member-at-large Barbara Bendix) in early July 2024. Shannon made recommendations for changes which were incorporated into the final document prior to a meeting of the Committee and Executive Board on July 17. Further recommendations were incorporated into the document following that meeting. The Executive Board approved the Operating Guidelines on August 25.

With the posting of the Guild Guidelines on August 27, 2024, the Committee’s official directive is complete. We believe that the Guidelines will provide structure and valuable information that will prove helpful in:

1. clarifying responsibilities of Guild officers and leadership positions,
2. facilitating smooth operations for Committees,
3. recruiting and retaining new members,
4. prompting the creation of associated policies, procedures, and templates for Guild forms, contracts, etc.

Do not be overwhelmed by the length of the Guidelines document. It is indexed so you can easily read sections that specifically apply to you, but please take the time to read through the entire document to get a good sense of how the Guild as a whole operates and ways you can provide support to the Guild.

Next Steps:

1. As their last duty, the Committee will send out to Committee chairs, officers, and members in leadership positions the sections of the Guidelines that govern their work, prior to the September meeting.
2. Those same members are asked to review/develop/revise and submit to the Executive Board written policies, procedures, and copies of forms/templates used in their work for the Guild, with attention paid to duties outlined in the new Guidelines.
3. The Executive Board will recruit volunteers to fill positions identified in the Guidelines.
4. Guild members will provide feedback to the Executive Board for the review of the Guidelines prior to the September 2025 meeting.

The Operating Guidelines will be posted in the member-only section of the Guild website. The Committee thanks everyone who contributed to this project.