

TH&SG Standards Committee Chair Job Description

Standards Committee Chairperson: Shall preside over the Standards Committee meetings; shall attend Board meetings and act as a liaison between the Board and the committee.

Duties of the Standards Committee Chairperson: Presides over the Standards Committee, maintains a current list of the Juried Status of Guild members, and is the committee's liaison to the Board.

The committee chair:

1. Coordinates the Standards Committee and all jury requests from guild members.
2. Communicates with those members requesting jurying and arranges for items to be delivered to a committee member.
3. Arranges for committee meetings.
4. Provides announcements for guild newsletter and updates and makes announcements at guild meetings.
5. Following evaluation sessions, communicates with the guild member regarding status of their evaluation. First phone calls followed by an e-mail if no contact via phone. Written evaluations are completed and sent to the guild member.
6. Following evaluations, updates are made to the digital file of juried members and written copies are filed in the hard copy notebook.
7. Compiles meeting notes for permanent records and distribution to committee members.
8. Arranges for announcements and congratulations of successful juried sessions at the guild meeting and in the next newsletter or update. Photos taken of items to be posted online.
9. Updates forms and criteria related to Standards Evaluations.
10. Provides information to committees such as the fashion show as to who has been successfully juried.
11. Attends THSG board meetings and reports committee updates.