

# OFFICER AND COMMITTEE CHAIR HANDBOOK CONTAINING STANDING RULES AND JOB DESCRIPTIONS



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# Table of Contents

<b>Introduction</b> .....	1
<b>Standing Rules and Procedures</b> .....	2
<b>Organizational Structure</b> .....	4
<b>Job Descriptions</b>	
<b>Club Officers</b>	
President .....	5
Vice-President .....	7
Secretary .....	8
Treasurer .....	9
Past President .....	10
<b>Standing Committees</b>	
Education .....	11
Finance .....	15
History .....	16
Membership .....	17
Nominating .....	18
Program .....	19
Publicity .....	20
Newsletter .....	21
Show Publicity .....	22
Website .....	23
Rules .....	24
Show .....	25
<b>Ad-Hoc Committees</b>	
Community Events/Festivals .....	29
Facility .....	30
Hospitality Committee .....	31
Special Projects .....	32
<b>Appendix</b>	
Letterhead .....	34
Deposit Form .....	35
Voucher Form .....	36
Membership Form .....	37
Workshop Registration Form .....	38
Waiver of Liability .....	39

## **Introduction**

Being elected as a club officer is both a great privilege and responsibility. Members look to you for leadership and enthusiasm. Being a good leader is easier when you have a clear idea of the expectations for your job. The Officers Handbook seeks to provide both job responsibilities and expectations of officers and committee chairpersons of the Piedmont Woodcarvers Club, Inc.

This document is a combination of information from the bylaws and from over twenty years of club operation. Both the bylaws and this document were written to outline the structure of the club while providing as much flexibility as possible for daily operation. While many people have achieved success through divergent methods, this document recommends the procedures and methods that are generally accepted by clubs and have produced success in the past.

As a new officer, it is recommended that you read the entire document. A thorough reading will introduce you to the document and familiarize you with how the club is organized. When you have reviewed the job descriptions, you will realize that all jobs are interconnected and that club success depends on each officer doing their part. If you want a review of how meetings should be held, and how a participant is expected to behave, look at the local bookstore or public library for *Robert's Rules of Order*. The abridged version is adequate for any meetings our club would undertake.

Officers and committee chairpersons serve as the "face" of our organization. They are often the first people a potential member meets and your interaction with the public determines their first impression. Remember to always conduct yourself with dignity and respect while representing the club.

As you donate time and talents to the club, remember to take experience and satisfaction for yourself. Your willingness to serve should reward you with knowledge and experiences unavailable to others. At the end of your term, you are responsible to have performed in a manner that brings success to the club, gratitude from the members and a collection of experiences and memories that will serve you well in the future.

"Keep the chips flying!"

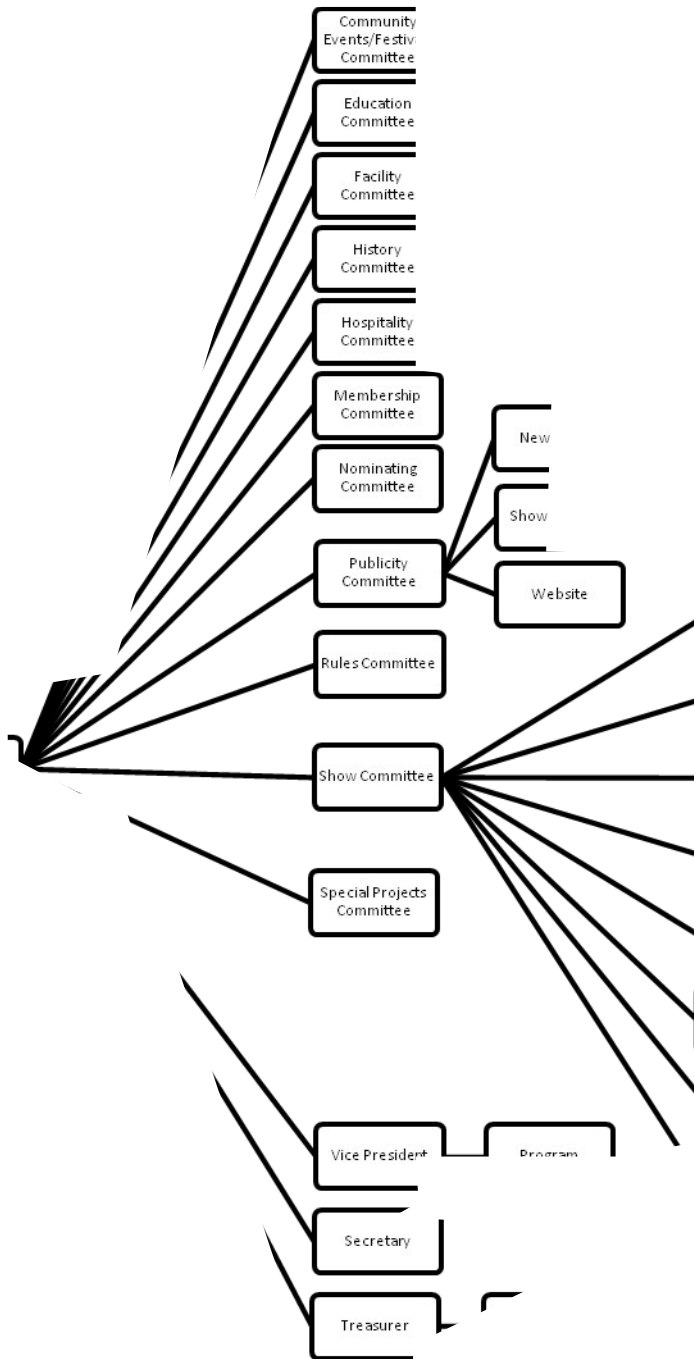
## **Standing Rules and Procedures**

The purpose of standing rules is to provide informal, yet detailed guidelines regarding procedures, expectations, and standards of the club and the executive board. These guidelines are meant to be flexible and reflect the will of the club. They may be amended by a majority vote of the membership.

1. Piedmont Wood Carvers Club, Inc. will be known as PWCC and vice versa.
2. The membership year and the fiscal year shall be January 1 through December 31.
3. Membership dues are \$20.00.
4. The monthly membership meeting shall begin at 9:00 a.m. and run until 3:00 p.m. The business meeting shall be held beginning at 11:00 a.m.
5. In cases of inclement weather, the president shall make a decision regarding the club meeting and provide notification to the board and general membership by whatever means is most expedient. Often this will be by email and telephone. The president may follow the schedule of the Mauldin Sports Center that is located next door.
6. Each member in good standing who passes away shall be honored by the club in the newsletter and with a memorial table at the next annual show.
7. The board of directors will meet a minimum of once each quarter during the year to conduct the affairs of the club. The second Tuesday of the month at 6:30 p.m. has been traditional but can be changed as needed.
8. Meetings of the board of directors are open to the membership. Members who would like to address the board should arrange in advance with the president to have their issue added to the agenda.
9. The executive board is authorized by the bylaws to conduct the business of the club. Decisions should always be made by and with the full endorsement of the club. Officers and club chairpersons should refer all opportunities to the board and resist the urge to act independently.
10. Club meetings are organized and conducted using Robert's Rules of Order. Written reports should be submitted to the president immediately after they are given.
11. The club is registered as a not-for-profit corporation and must maintain records so as to be accountable to the IRS. The financial procedures have been put into place to provide the documentation necessary for proper fiduciary accountability and the demands of the federal government. Officers should be familiar with the procedures before taking action. Do not expect the treasurer or the board to sidestep the procedures because you have not acquired and/or maintained proper documentation.
  - 11a. All funds received by officers should be submitted to the treasurer using a club deposit form. A copy of the completed form should be kept in the records.

- 11b. After receiving permission from the executive board or executive committee, an officer may spend funds in the name of the club. Any expenditure, for which reimbursement is expected, should be submitted to the treasurer using a club voucher form. A copy of the completed form should be kept in the records. Reimbursement may not be possible without adequate documentation.
12. Each officer and committee chairperson shall prepare and maintain a ring-binder type notebook that includes records on all expectations and activities for the office. Any records kept on computer shall also be backed up to a non-computer source and stored away from the computer.
13. Club officers should not rely on memory but should document their actions very carefully. Officers should be above reproach when managing other people's money.
14. The club maintains a post office box at the Greenville Orchard Park branch. It is usually checked weekly by the treasurer.
15. Computer files for the club should be named using the following convention:  
year.month.day.name.format i.e. 2011.3.27.bylaws.pdf  
If everyone follows the same naming convention, files will be easier to find and archive.
16. At the end of the year, organize all files on computer. Put them into one folder and send that folder to the president to be filed with club archives. The folder should be named with the following convention:  
year.month.day.name i.e. 2010.12.28.secretary  
At the end of each fiscal year all records shall be saved to an electronic memory device such as a DVD or equivalent. You may also save the file to a DVD or other similar device to pass on to the next officer.
17. At the end of your term, pass on the binder and any electronic files to the next officer.

# Organizational Structure of the Club



- I. TITLE: **President**
- II. OFFICE TYPE: Officer
- III. GENERAL:  
The president shall act as the principal executive officer of the club; serves as the chairperson of the executive board and shall execute documents which the executive board has authorized. The president shall have general supervision of all club activities, with the aid of various committee chairpersons.
- IV. TYPICAL ACTIVITIES: The president shall:
  1. preside at all club and executive board meetings.
  2. appoint committee chairs and members.
  3. schedule and chair regular meetings of the executive board.
  4. serve as general chairperson of the show committee and may appoint ad-hoc committees to ensure a successful show.
  5. serve as liaison between the club and other co-sponsors for the show and other events.
  6. work with the executive board to create and update the five-year plan of goals for the club. The president shall create presidential goals to support the five-year goals.
  7. cooperate with club officers and committees and receive reports on the work of each to ensure that their duties are performed as outlined in this document.
  8. encourage membership participation in all club activities.
  9. recommend to the club and executive board changes that would better serve the club members or community. Changes may include bylaws, procedures, committees, etc.
  10. receive final reports and computer files from each officer and committee and organize them for the archives.

## President's Checklist

Item	Due Date
1. Ensure that an accurate inventory of materials and equipment exists.	
2. Conduct the annual club election of the board	January
3. Add president's name to club banking accounts and remove previous president	January
4. Receive monthly reports:	monthly
finance committee (treasurer)	financial statement
secretary	minutes of meetings
program committee	club meeting programs
show committee	show planning
membership committee	activities
publicity committee	activities
5. Ensure that the insurance policy is adequate and paid on time	March 15
6. Receive annual audit report of club finances	March meeting
7. Ensure that the treasurer submits the IRS Form 990-N no later than May 15th.	May 15
8. Appoint chairman of the nominating committee	September
9. Ensure that the membership committee has sent renewal forms to members	October
10. Receive slate of candidates from the nominating committee	November 10th
11. Create archive file of club records at the end of the year	December 31st

I. TITLE: **Vice President**

II. OFFICE TYPE: Officer

III. GENERAL:

The vice president shall perform the duties of the president in their absence. The vice president shall serve as chairperson of the program committee.

IV. TYPICAL ACTIVITIES:

1. preside at club and board of directors meetings in the absence of the president.
2. serve as a member of the executive committee.
3. plan and arrange special seminars for club members.
4. suggest to the board of directors activities that would benefit the club and/or the community.

- I. TITLE: **Secretary**
- II. OFFICE TYPE: Officer
- III. GENERAL:  
The secretary shall record the business of the club from meetings and correspondence and compile those records for permanent archival.
- IV. TYPICAL ACTIVITIES- The Secretary shall:
  1. maintain a record of minutes for monthly club meetings, board meetings, and executive committee meetings and present them as requested.
  2. maintain the Officers Handbook. Provide new board members with a copy of the club bylaws and Officers Handbook at the beginning of each new board member's term.
  3. maintain a club correspondence file.
  4. maintain the records of the long range (five-year) plan established by the board of directors.
  5. provide written or email notice to members for elections and voting on organizational changes such as amendments to the bylaws.
  6. provide and receive proxy votes when requested for any club business.  
Mail a proxy vote package to each member who requests one. The package shall be composed of a ballot, any ballot instructions, a blank envelope for the marked ballot and a return address envelope. The return address envelope shall have the return address of the voter and have sufficient postage attached to ensure the ballot's safe return. The secretary shall keep a record of the members to whom ballots were sent, the members from whom marked ballots were received and deliver such information to the president before the election. If the member requests an email ballot, it should be sent with the reminder that email will not be a secret ballot.
  7. notify the club, using email, the newsletter, and at meetings, of events concerning club members, such as, death, births, illness, etc. Mail cards to club members and/or their families.
  8. secure a person or serve themselves as parliamentarian at any club meeting.

- I. TITLE: **Treasurer**
- II. OFFICE TYPE: Officer
- III. GENERAL:

The treasurer shall establish a finance committee of at least three members. The treasurer shall have charge of and control all club funds, taxes, 501(c)(3) status. The treasurer shall receive monies payable to the club and pay all bills presented and approved by the executive board.
- IV. TYPICAL ACTIVITIES- The treasurer shall:
  1. delegate a portion of his duties to others, when necessary, with the agreement of the president and board of directors.
  2. use a software program to record and disburse the funds of the club and to create budgets and statements of financial standing.
  3. maintain the club's financial records in a timely manner preparing and presenting a written report at each monthly membership and board meeting.
  4. prepare an operating budget each new year with the input of each committee chairman and the board of directors.
  5. work with the finance committee to prepare and present a formal audit and report of club finances at the March meeting.
  6. prepare and submit the IRS 990-N form for non-profit status no later than May 15th. ("15<sup>th</sup> day of the fifth month after the close of the fiscal year")
  7. work with officers and committee chairs to ensure they follow guidelines for fiscal management.
  8. check or designate someone to check the club post office box on a weekly basis and distribute mail.
  9. issue receipts for cash monies received and maintain a record of all disbursements.
  10. cooperate with all show committees to prepare a budget, prepare and reconcile cash boxes for committees, deposit funds and pay vouchers, and prepare a final profit/loss statement for the show.
  11. when requested, provide pertinent itemized financial information to members and the community for the purpose of grant writing, community activities, etc.

I. TITLE: **Past President**

II. OFFICE TYPE: Officer

III. GENERAL:

The Past President shall serve in an advisory capacity, accepting committee appointment at the pleasure of the president. The term shall be two years.

- I. TITLE: **Education Committee (Previously Seminar)**
- II. OFFICE TYPE: Standing Committee
- III. GENERAL:  
The education committee shall consist of the chairman and at least three club members. The function shall be, in coordination with the membership committee, and program committee to assess member needs and to design and implement training and enrichment experiences for the membership.
- IV. TYPICAL ACTIVITIES- The Education Committee:
  1. design and implement an ongoing program of education for club members.
  2. recruit and contract with carvers to present workshops and seminars for club members.
  3. cooperate with the facility committee to supervise setup and takedown of workshops. The room should be cleaned, trash removed, and furniture replaced into its usual configuration.

## PIEDMONT WOODCARVERS CLUB SEMINAR GUIDELINES AND SUGGESTIONS

PWCC Seminars Guidelines & Suggestions represent the collective knowledge of the club and offer a format for conducting a successful seminar. These are guidelines only and the sponsor should use these guidelines with discretion, modifying them as necessary to fit the particular circumstances.

Generally the easiest and best financial arrangement is to have one fee for all, allowing supplies or blanks to be bought from the instructor. Note that some instructors don't want the burden of how many and what price, etc. so this activity may fall to the seminar sponsor to handle. Below is a list of various expenses and how they are typically paid.

<u>Item</u>	<u>Normally Paid by</u>
Building Rental	PWCC
Security Deposit	PWCC
Instructor Fee	PWCC
Instructor Room & Board	PWCC (include as part of instructor's fee)
Instructor Travel	PWCC (include as part of instructor's fee)
Supplies (blanks, etc.)	Prepaid by PWCC or sold by instructor
Snacks & refreshments	PWCC (assume \$5.00/Day/Student)
Student meals	Student
Insurance	PWCC (yet to be resolved)
Seminar Sponsor	First \$75.00 of tuition, but not to exceed tuition (covers postage, telephone, miscellaneous travel and incidentals)

Accept only a reasonable number of alternates; usually three will be very sufficient. Extra alternates are an inconvenience to all concerned. To date we have never gone past alternate number two.

The following description is typical of most seminars and is offered as a format (except for requirements of the PWCC Seminar Rules) and can be divided into several steps as follows:

### Pre-Seminar Activities (Conducted by the Seminar Sponsor)

Determine:        Tentative Subject  
                          Tentative Instructor  
                          Tentative Location  
                          Approximate Cost  
                          Tentative Date or month (include time, day of week, etc., if known)

With this information, secure approval of the president for the seminar. After the seminar has been approved, proceed to publicize and secure reservations for the seminar. No reservation should be accepted without a \$25.00 check made payable to PWCC. Secure several alternates and accept their reservation check. Correspondence with registrants may be handled by email and/or USPS. When using the USPS, it is helpful if you have on hand a supply of number 10 envelopes and require each registrant to self-address at least one. (Note that the mailing list address, check address and real mailing address often do not agree) This envelope can then be used for the first mailing.

#### First Mailing:

The first mailing should go to the president, registrants and all alternates and should contain as much information as possible in order to give the student time to make preparations. Below is a list of typical information.

- Subject and description of the seminar

- Date

- Class times (preferably a day by day timed schedule)

- State the maximum number of students (Generally 10 is a good number for one instructor. With more than 10 the participants often feel that they don't get enough time with the instructor.)

- Waiver of Liability form (Required as part of registration form)

- Emergency contact with name, telephone number and address (Required part of registration form)

- Two self-addressed envelopes

- Description of tools and supplies that the student should have to effectively participate.

#### Second Mailing:

The second mailing should consist of the following:

- Confirmation notice

- Map showing location of seminar, motels, food, etc.

- Facilities available at seminar site (toilets, food, phone, microwave, etc.)

- Roster of registrants with addresses and phones

- Final schedule and instructions

The second mailing should supply all the necessary information for the student, but don't be surprised if a third mailing is required to cover some last minute change.

## Application for Club Sponsored Carving Seminar

The following information shall be submitted for approval to the board of directors and shall not be considered complete until signed by the board chairman. All monies will be routed through the club account, and minimum expense shall be guaranteed so that no losses will be imposed on the club. All questions concerning this application shall be directed to the board. The following information shall be as complete as possible at the time of submittal.

Seminar Title \_\_\_\_\_

Seminar Instructor \_\_\_\_\_ Dates \_\_\_\_\_

Seminar Location \_\_\_\_\_

Number of participants (minimum) \_\_\_\_\_ (maximum) \_\_\_\_\_

Seminar <b>Income</b> = (actual tuition per participant) \$ _____ X (no. of students) _____ = \$ _____		
	Estimated Expenses	Actual Expenses
Instructor	\$ _____ X _____ Student = \$ _____	\$ _____ X _____ Student = \$ _____
Lodging	\$ _____ X _____ Student = \$ _____	\$ _____ X _____ Student = \$ _____
Facility	\$ _____ X _____ Student = \$ _____	\$ _____ X _____ Student = \$ _____
Refreshments	\$ _____ X _____ Student = \$ _____	\$ _____ X _____ Student = \$ _____
Supplies	\$ _____ X _____ Student = \$ _____	\$ _____ X _____ Student = \$ _____
Other	\$ _____ X _____ Student = \$ _____	\$ _____ X _____ Student = \$ _____
	TOTAL \$ _____	TOTAL \$ _____
Club <b>Profit/Loss</b> = (seminar income) \$ _____ - (actual expenses total) = \$ _____		

Submitted by: \_\_\_\_\_ date: \_\_\_\_\_ phone: \_\_\_\_\_

Approved by: \_\_\_\_\_ date: \_\_\_\_\_ phone: \_\_\_\_\_

### Roster

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| 1. _____ Phone: ___ - ___ - _____ | 8. _____ Phone: ___ - ___ - _____  |
| 2. _____ Phone: ___ - ___ - _____ | 9. _____ Phone: ___ - ___ - _____  |
| 3. _____ Phone: ___ - ___ - _____ | 10. _____ Phone: ___ - ___ - _____ |
| 4. _____ Phone: ___ - ___ - _____ |                                    |
| 5. _____ Phone: ___ - ___ - _____ | Alternates                         |
| 6. _____ Phone: ___ - ___ - _____ | 1. _____ Phone: ___ - ___ - _____  |
| 7. _____ Phone: ___ - ___ - _____ | 2. _____ Phone: ___ - ___ - _____  |

- I. TITLE: **Finance Committee**
- II. OFFICE TYPE: Standing Committee
- III. GENERAL:  
The finance committee shall consist of the chairman and at least two club members. The committee shall be responsible to assist the treasurer in maintaining the financial health of the club.
- IV. TYPICAL ACTIVITIES- The finance committee shall:
  - 1. work with the board of directors to ensure that the club has sufficient funds to operate the club.
  - 2. develop and implement methods to track the expenditure of funds and the receipt of proceeds.
  - 3. work with the committee chairmen to ensure they follow guidelines for fiscal management.
  - 4. write checks to pay for awards and expenses.
  - 5. prepare a profit/loss statement for the club to share with the board.
  - 6. assist the board in creating an annual budget for the club.

- I. TITLE: History Committee
- II. OFFICE TYPE: Standing Committee
- III. GENERAL:  
The history committee shall maintain records that reflect the history of the club. The committee shall work in cooperation with the publicity committee.
- IV. TYPICAL ACTIVITIES- The History Committee shall:
  1. create and maintain an archive of club records that create a history of the activities of the club. Such a history shall include but not be limited to:
    - a. listing of officers for each year.
    - b. listing of members for each year.
    - c. listing of the club budget for each year.
    - d. listing of the show budget for each year.
    - e. minutes of monthly membership and board meetings.
    - f. monthly financial statements.
    - g. annual audit of club finances
    - h. copy of the newsletter (digital or print) for each year.
    - i. copy of the website (digital or print) for each year.
  2. maintain a notebook/scrapbook of club activities.
  3. cooperate with the publicity, newsletter, and website committees to photograph members at carving events.

- I.       **TITLE: Membership Committee**
- II.       OFFICE TYPE: Standing Committee
- III.      GENERAL:  
The membership committee shall consist of the chairman and at least two other members. The committee shall actively seek new members and work to retain current members.
- IV.      TYPICAL ACTIVITIES- The membership committee shall:
  1. design and distribute the membership application form to be completed each year by renewing and new members. Distribution shall include, but not be limited to the website and print copies for local wood working trade stores.
  2. establish, maintain, and distribute to members only a computerized list of club members. The listing shall include names, addresses, phone numbers, e-mail addresses, membership type (single/family, new/renewal), newsletter distribution preference, carving interest and profile.
  3. coordinate with the community events/festival committee to organize and present club membership activities at shows and festivals where the club has a presence.
  4. introduce new members to the club president and members at monthly meetings; seek out current members who have similar interests of new member(s) and introduce these individuals.
  5. cooperate with the program committee to assess member satisfaction and to organize activities designed to promote member retention.
  6. cooperate with the treasurer to order name badges for new members. Provide temporary name tag at each club meeting until the permanent badge has arrived.
  7. work with the publicity committee to promote the club.
  8. during October of each year, the membership committee will send a reminder to all members to renew their membership (complete a membership form and pay dues) no later than December 31st.
  9. supply to the secretary a membership roster to record voters at the annual election held during the January monthly meeting.

I. **TITLE: Nominating Committee**

II. OFFICE TYPE: Standing Committee

III. GENERAL:

The nominating committee chair shall be an officer who will not stand for re-election and the committee shall consist of at least two additional club members. The committee will work from September through January to choose a slate of officers and present it to the executive board.

IV. TYPICAL ACTIVITIES- The nominating committee shall:

1. be appointed by the president no later than September 30.
2. work with the membership committee to remind members to pay dues no later than December 31<sup>st</sup> in order to vote in January.
3. create a slate of qualified members, in good standing, to stand for election to the board. The slate will be completed by November 10<sup>th</sup>.
4. present the slate of members to the club at the November monthly meeting. (The club does not have a formal meeting in December.) The committee shall provide the slate to the secretary and the newsletter committee in November.
5. work with the secretary to ensure that a proxy ballot is sent to any member who requests one.
6. work with the president who supervises the election at the January monthly meeting or, in case of inclement weather, the next meeting of the membership. The president or his appointee will prepare a paper ballot with the names of candidates and space for write-in candidates. Election of board members by secret written ballot will take place after the business meeting in January. Thirty-three percent of members in good standing either present, or by proxy constitute a quorum. The secretary will record the members who voted using a roster supplied by the membership committee. Ballots will be counted immediately and winners will be announced at the January monthly meeting and reported to the president, the newsletter editor, and the website editor.

- I. TITLE: **Program Committee**
- II. OFFICE TYPE: Standing Committee
- III. GENERAL:  
The program committee shall organize leaders and projects for the monthly meetings. The program committee should consist of at least three other club members and the chairperson.
- IV. TYPICAL ACTIVITIES- The program committee shall:
  1. plan and arrange the program for each club meeting.
  2. coordinate with the publicity committee to publish a schedule of programs at least three months in advance.
  3. establish an ongoing training program to encourage novice carvers. For example, special workshops for beginners and/or special workshops for individual needs such as carving faces, sharpening tools, painting, etc.
  4. suggest to the board of directors activities that would benefit the club or the community.

- I.       **TITLE: Publicity Committee**
- II.       OFFICE TYPE: Standing Committee
- III.       GENERAL:  
The publicity committee shall consist of three sub-committees responsible for show publicity, internet publicity, and club/newsletter publicity. The publicity chairman will coordinate all club publications and outside communications and assist the subcommittees as necessary.
- IV.       TYPICAL ACTIVITIES: The Publicity Committee shall:
  1. establish guidelines and standards for club use in external correspondence (that correspondence directed to the general public).
  2. send a monthly written report to the president detailing publicity activities.
  3. assist the president and board of directors in executing the responsibilities of office.
  4. work with Metropolitan Arts Commission (MAC), Upstate Visual Arts (UVA), Chamber of Commerce, and Visitors and Convention Bureaus to promote club activities for the community. Coordinate the committee's involvement of each subcommittee.
  5. establish and maintain a cooperative relationship with news media outlets in the greater Greenville metropolitan area as the main focus of publicity. The committee shall also cooperate with the news media in surrounding areas such as Anderson, Columbia, Duncan, Seneca, and Union to promote the club and advertise its activities.
  6. notify the membership in writing of votes to amend the bylaws or Officers Handbook not less than thirty (30) days before the date of the meeting on which the vote of the amendments will be held.
  7. use a computer software program to create the newsletter.
  8. use a computer software program to create and maintain the website.
  9. provide the incoming publicity chairman with files, computer programs (if club furnished), and information pertinent to the job, along with dates and schedules for club publicity.

I. TITLE: **Newsletter Committee**

II. OFFICE TYPE: Standing Committee

III. GENERAL:

The newsletter committee shall be a subcommittee of the publicity committee. The committee shall be responsible to produce and distribute a monthly newsletter to the membership. The newsletter content shall include the current and future activities of the club.

IV. TYPICAL ACTIVITIES: The Newsletter Committee shall:

1. use a computer software program to write and produce each newsletter, making it available both online and in print.
2. write articles or profiles of persons who are of interest to the carving community.
3. cooperate with the news media in surrounding areas such as : Anderson, Columbia, Duncan, Seneca, and Union.
4. include in the newsletter information about club members such as illness, death, and awards won in carving competitions.
5. maintain a library of extra newsletter articles.
6. at the end of each fiscal year, prepare a copy of each newsletter (digital or print) for the club archives.

- I. TITLE: **Show Publicity Committee**
- II. OFFICE TYPE: Ad-hoc Committee
- III. GENERAL:  
The show publicity committee is responsible to arrange publicity for the annual wood carving show and competition. The committee will prepare news releases, articles, and photographs advertising the show to the general public. The committee will maintain a database of contacts such as newspaper, magazine, television and radio stations.
- IV. TYPICAL ACTIVITIES: The Show Publicity Committee chair shall:
  1. develop a plan and timeline to concentrate advertising dollars and efforts on the Greenville metropolitan area markets.
  2. notify wood carving trade magazines such as *Carving*, *Chip Chats*, *Wildfowl Carving*, and *Wood Carving Illustrated* of show dates, contact information, and website URL.
  3. send press releases, articles, photographs, and advertising to local and regional online and print publications as well as television and radio.
  4. send articles and photographs to wood carving trade magazines that feature winning carvers and their work .
  5. submit monthly reports of committee activities to the president.
  6. respond to queries concerning the show (either by mail, e-mail, or website)
  7. notify news media of club members who win recognition at various shows or civic events.

- I. TITLE: **Website Committee**
- II. OFFICE TYPE: Standing Committee
- III. GENERAL:  
The website committee shall be a subcommittee of the publicity committee. The chairman shall be responsible to create, post, and update a website that accurately reflects the history, current events, and future plans of the club.
- IV. TYPICAL ACTIVITIES- The Internet Publicity Committee shall:
  1. establish and maintain the club's website in a timely manner, including an account with an Internet service provider (ISP).
  2. use an up-to-date computer program to produce and maintain internet files. Backup files should be maintained in a location separate from the computer on which the website is maintained.
  3. publish on the website information about the club which may include newsletters, meeting minutes, budgets, and photographs.
  4. maintain server files and delete those no longer in use by the website. Maintain an address by which the public can communicate with the webmaster.
  5. submit an annual written report summarizing website activities, including a summary of changes made to the website.
  6. at the end of each fiscal year, prepare a copy (digital or print) of the website for the archives.
  7. provide all club-owned software, address books, and databases to the newly elected website manager.

- I. TITLE: **Rules Committee**
- II. OFFICE TYPE: Standing Committee
- III. GENERAL:  
The rules committee shall consist of the secretary and at least three additional board members. When indicated by the board of directors, the committee shall review and revise club documents such as the bylaws and Officers Handbook and make recommendations to the board.
- IV. TYPICAL ACTIVITIES- The Rules Committee shall:
  - 1. annually read the bylaws and Officer's Handbook.
  - 2. suggest amendments to the Standing Rules of the Officer's Handbook that reflect changes in club policy resulting from board of directors actions.
  - 3. suggest amendments to the bylaws that reflect permanent changes in club policy.
  - 4. present committee reports to the board of directors for action.
  - 5. cooperate with the publicity committee to notify the membership in writing of the vote to amend the bylaws or Officers Handbook.

- I.       **TITLE: Show Committee**
- II.       OFFICE TYPE: Standing Committee
- III.       GENERAL:  
Coordinates the planning and production of the annual wood carving show/competition as proscribed in the bylaws.
- IV.       TYPICAL ACTIVITIES- The Show Committee shall:
1. coordinate with the board to choose judges and a floor chairman.
  2. coordinate with the publicity committee to create show materials for promotion, registration, raffle, awards, and show evaluation forms (vendors, visitors, carvers, etc.). Coordinate for Sunday morning photography of winning carvings and articles to trade magazines.
  3. coordinate with the hospitality committee to assist carvers and visitors and to provide refreshments during the show.
  4. coordinate with the facility committee to establish a show location, set-up and take-down of show equipment, materials, and directional signage. Set-up usually begins at noon on Friday. Boy Scouts usually help with take-down.
  5. establish a registration table committee which includes registration agents, membership committee representative, finance committee representative, and volunteers to carry registered carvings to the tables.
  6. choose coordinators for the Raffle, Whittling Contest, and Children's activities.
  7. coordinate with the judging committee to choose and purchase ribbons and awards for competition winners.

The following sub-committees are recommended to accomplish the work of producing the show.

Show Committee- All chairmen of show subcommittees shall be members in good standing. They should report periodically to the show chairman and prepare a final written report at the conclusion of the show. Duties of the chairmen for show subcommittees are as follows:

1. Chairman-The show committee chairman shall be responsible to oversee the work of all show committees and coordinate the flow of information with the board.
  - a. The chairman shall maintain a written record that contains all show guidelines. This record can be maintained on a computer disc. Portions of this record/disc shall be shared with each subcommittee chairman. At the conclusion of the show the show chairman shall collect from each subcommittee chairman a complete report on committee activity with suggestions for changes. The show committee chairman shall review the suggestions and make changes to the guidelines as needed. The record/disc shall be forwarded to the next show committee chairman.
  - b. The chairman shall coordinate the memorial table for deceased members.
  - c. The chairman shall choose a featured carver and theme for show competition.
2. Activities- The activities committee chairman shall be responsible to plan and implement activities during the show that are of interest to carvers and their families. Activities could include whittling contests, clay modeling, lathe demonstrations, chain saw carving, etc.
3. Exhibits and Vendors- The exhibits and vendors committee chairman shall be responsible to oversee the acquisition of vendors and any desired exhibits for the show.

Specific duties include:

  - a. determine which vendors would be most advantageous to the show and request their participation.
  - b. arrange for tables, electricity and other needs of vendors.
  - c. serve as host during the show to meet vendors' needs if they arise.
4. Facility- The facility committee chairman shall be responsible to arrange for a show location and oversee all equipment and furniture needs to host a successful show.

Specific duties include:

  - a. work with the board of directors to select and reserve a suitable facility to host the show. Such a building should be located near major transportation routes, have ample parking, easily accessible rooms, and be designed to accommodate a variety of activities at once.
  - b. work with the show chairman to determine the needs of vendors, show subcommittee chairmen, and the club with regard to furniture, equipment, and electronics.
  - c. ensure that tables, chairs, tablecloths, equipment and electronics are delivered, set up and in working order before the show.
  - d. provide for the return of borrowed furniture, equipment, and electronics.
  - e. provide for the cleaning and tidying of the facility after the show.
5. Floor Chairman- The floor committee chairman shall be responsible to oversee all activity regarding the carving competition at the show. Specific duties include:

- a. the registration of carvers.
  - b. the placement of carvings in their proper category for judging.
  - c. photography of carvings for documentation and future publicity.
  - d. supervision of the return of carvings to their owners at the end of the show.
6. Hospitality- The Hospitality Committee Chairman shall be responsible to oversee the creation and sale of refreshments during the show. Specific duties include:
  - a. acquire refreshments for show visitors that can be easily eaten and drunk.
  - b. publicize the availability of refreshments and schedule club members to sell items during show hours.
  - c. maintain accurate records of expenditures and incomes to be turned in to the show finance committee.
7. Judging- The judging committee chairman shall be responsible to oversee judging of the show's carving competition. Specific duties include:
  - a. secure impartial and well-respected judges for the carving competition.
  - b. supervise the judging process, serving as arbiter of any disagreements.
  - c. oversee the payment of judges for their work.
8. Publicity- The publicity committee chairman shall be responsible to promote the show in all reasonable venues. Specific duties include:
  - a. notification of periodicals and websites, local print and non-print media outlets.
  - b. distribution and collection of directional signs on nearby highways.
  - c. coordination of contact with the media including television and radio interviews.
9. Raffle- The raffle committee chairman shall be responsible to oversee the raffle. Specific duties include:
  - a. solicitation of carving-related gifts from vendors and others.
  - b. display of raffle items on tables.
  - c. creation and implementation of a system to sell raffle tickets, mark them with the owner's name, and deposit them into containers.
  - d. announcement of raffle winners. Written records of the items and winners must be maintained.
  - e. arrange for the shipment of raffle items to winners who were not present to claim their prize.
10. Registration- The registration committee chairman shall oversee all aspects of registration for the carving competition. Specific duties include:
  - a. develop and distribute the carving competition registration form. The form should be made available in print for mailing to registrants and digitally for email and posting on the website.
  - b. receive advance registration forms and forward checks to the finance committee chairman.
  - c. develop and implement a system that assigns each carver a number and a proficiency level and each carving a category and unique number. Registration records should document category assignments and be kept in perpetuity.
  - d. serve as arbiter for any registration disagreements.
  - e. work with the floor committee to ensure carvings are safely transported from the

registration table to the competition area.

f. work with the floor committee to return carvings to their owners at the end of the show.

11. Tickets- The ticket committee chairman shall oversee all aspects of tickets for the show.

Specific duties include:

a. the design and printing of tickets for VIPS and visitors.

b. the sale of tickets, both in advance of the show and at the door.

c. the collection of proceeds from the sale and delivery of money and tickets to the treasurer.

d. maintain an accurate count of attendance for future planning.

- I.       **TITLE: Community Event/Festival Committee**
  
- II.       OFFICE TYPE: Standing Committee
  
- III.      GENERAL:  
          The chairman shall form a team that consists of at least three club members to arrange for club representation at various events in the upstate when those events are approved in advance by the board of directors. The goal is to promote woodcarving as an art form.
  
- IV.      TYPICAL ACTIVITIES- The community event/festival committee shall:
  - 1. work closely with the publicity committee to maintain the club in the public eye.
  
  - 2. cooperate with the membership committee to solicit new members at all events.
  
  - 3. communicate with area festivals and organizations in order to demonstrate and/or sell carvings.
  
  - 4. organize members to set-up, break-down and work in the booth at each event.
  
  - 5. propose an annual budget to the board of directors.

- I.           **TITLE: Facility Committee**
- II.           OFFICE TYPE: Standing Committee
- III.           GENERAL:  
The facility committee shall consist of the chairman and at least three additional members. The committee shall be involved in all aspects of club meetings and community events. The facility committee chairman shall be responsible to maintain the meeting clubhouse in keeping with guidelines furnished by the City of Mauldin. Maintenance should include but not be limited to arranging to have the door unlocked for club events, arranging for comfortable heating/air conditioning, ensuring that the room is cleaned and tidied after each event following the clubhouse checklist.
- IV.           TYPICAL ACTIVITIES- The facility committee shall:
1. maintain an accurate inventory of club materials and equipment.
  2. serve as liaison for the club to the building owner and any community event.
  3. establish and maintain procedures for distribution of keys, access to the facility, facility setup, cleanup and equipment care and maintenance.
  4. ensure that the facility is prepared for meetings and activities by coordinating with the program committee, the hospitality committee, and the education committee.
  5. coordinate with the community events/festival committee to ensure that community-based activities will have adequate furniture and equipment.
  6. coordinate with the show committee to ensure that adequate furniture, materials, and equipment are provided.
  7. when requested by the board, investigate the purchase of new equipment, facilities, etc. for the club.

Add Clubhouse Checklist Here

- I. TITLE: **Hospitality Committee**
- II. OFFICE TYPE: Standing Committee
- III. GENERAL:  
The hospitality committee shall coordinate a schedule to provide refreshments to be served during regular club meetings, during the show, and during special club events such as picnics, holiday parties, and community events.
- IV. TYPICAL ACTIVITIES- The Hospitality Committee shall:
  - 1. design and distribute a sign-up sheet for club members to volunteer to bring refreshments and clean up. Each month, the committee shall remind volunteers of their commitment.
  - 2. coordinate with the president and treasurer to purchase paper and plastic products and drinks.
  - 3. coordinate with the show committee to plan, prepare, and serve refreshments for sale during the show.
  - 4. coordinate refreshment set-up, coffee, and clean up for each meeting.
  - 5. maintain and store club hospitality equipment and supplies.
  - 6. plan special events such as the Christmas party, summer picnic, etc. as directed by the board of directors.
  - 7. make recommendations to the president to improve the club's hospitality efforts.

I. TITLE: **Special Projects Committee**

II. OFFICE TYPE: Ad-hoc Committee

III. GENERAL:

The special projects committee shall coordinate all special projects approved by the board. Such projects may include but not be limited to community support projects, providing carvings for charities, selecting club attire, membership badges, etc.



## Piedmont Wood Carvers Club Inc.

Post Office Box 25396 Greenville, South Carolina 29616  
[www.piedmontwoodcarvers.com](http://www.piedmontwoodcarvers.com)



# Piedmont Wood Carvers Club, Inc.

## Expense Voucher

Member's name: \_\_\_\_\_

Purchaser Signature: \_\_\_\_\_

Officer/committee: \_\_\_\_\_

Date of Receipt	Item/Service	Amount
Total		

Purpose of Expense: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staple appropriate receipts to the back of this form.

Approved by:

Date Approved:

Check Number:

Date Paid:

Amount Paid:

Treasurer:





## Workshop Registration Form

1. Print and complete this form. Attach a check in the amount of \$50.00, payable to the Piedmont Wood Carvers Club, and send to Jim Sullivan, 10 Valley Oak Dr., Greenville, SC 29617. Reservations for the workshop will be on a first come, first served basis. If the workshop is full, your deposit will be returned to you. Otherwise, you will receive confirmation of your reservation via an email or a letter, if you prefer.

### 2. Registration

Workshop title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Cost: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Tools Recommended: \_\_\_\_\_

Confirmation Preference: email at \_\_\_\_\_ or letter \_\_\_\_ at your

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Questions contact: Jim Sullivan at 864-915-6766 or [jmshq@bellsouth.net](mailto:jmshq@bellsouth.net)

### 3. Waiver of Liability

I agree that The Piedmont Wood Carvers Club (PWCC), its instructors, or any sponsor is not responsible for damage to, theft, or any loss of my property. I further agree and promise to hold harmless PWCC, its instructors and any sponsor from any or all liability resulting from, or in any way connected with, my participation in the above described workshop. I agree and promise to conduct myself in a manner that is safe for other students, participants, instructors and myself.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Emergency Contact Information- in case of emergency contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Anytime-cell \_\_\_\_\_



## Waiver of Responsibility

This form is presented at the beginning of every seminar. It should be housed in the seminar folder, kept in the seminar and be destroyed at the conclusion of the seminar.

Seminar/Workshop Name: \_\_\_\_\_

Instructor: \_\_\_\_\_

### Waiver of Liability

I agree that The Piedmont Wood Carvers Club (PWCC), its instructors, or any sponsor is not responsible for damage to, theft, or any loss of my property. I further agree and promise to hold harmless PWCC, its instructors and any sponsor from any or all liability resulting from, or in any way connected with, my participation in the above described workshop. I agree and promise to conduct myself in a manner that is safe for other students, participants, instructors and myself.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Contact Information- in case of emergency contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Anytime-cell \_\_\_\_\_