**0**

 **How can I volunteer? 2018/19**

**Volunteers are essential to successfully run and enrich our organization.**

**Your Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I currently volunteer for OOTB as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 N/A

**Please check any of the following that you would consider doing for OOTB:**

Join a Committee\* 🞏 Planning Committee

🞏 Communications Committee

 🞏 Program, Workshop, and Playdates Committee

 🞏 Chair

**\*OOTB Committees**

**The Planning Committee** consists of the co-chairs, Secretary, Treasurer, Librarian, conveners of the key Committees and other positions as necessary and serves as a coordinating and executive group.

**The Program, Workshop and Playdates Committee** is responsible for organizing the programs for the monthly meetings, bringing in teachers for workshops and organizing "playdates" which are led by individual OOTB members.

**The Show Committee** is responsible for organizing the shows and exhibitions of OOTB, finding coordinators of individual shows and preparing applications for other potential shows. Current shows include Fibrefest (September), Stittsville Library (November), Fibre Fling (April), Summer Fibrations (June 2019)

**The Communications Committee** is responsible for developing and maintaining the website, the monthly newsletter, promotional materials, advertising, and arranging discounts with merchants.

Look for ‘Committees/Volunteers’ in the members only section of the website for more information on volunteer positions.

**Your ideas and suggestions for the following:**

Library: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest speakers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workshops: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Playdays: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Challenges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**At Meetings**

🞏 Coordinate schedule and reminders for setup/takedown at meetings

🞏 Setup/take down room by coming early or staying late

🞏 Coordinate schedule and reminders for setup/takedown of library at meetings?

🞏 Help setup the library books and assist with checkout/takedown

🞏 Help setup electronic equipment for presentations (some knowledge required or obtained)

🞏 Store electronic equipment

🞏 Store Show supplies and equipment

🞏 Do a demonstration: Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Organize a hands-on activity on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outside of Meetings**

🞏 Lead a Playdate on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Develop or contribute Publicity/ Marketing Promotional Materials

🞏 Rack Cards 🞏 Newspaper notices 🞏 Website

🞏 Facebook 🞏 Shows 🞏 Other

🞏 Distribute promotional materials

🞏 Coordinate, assign articles, interviews for the newsletter or community newspapers, website

🞏 Write articles, do interviews for the newsletter or community newspapers

🞏 Write book reviews for newsletter

🞏 Contact/verify stores for member discounts for membership & website annually

🞏 Receive and edit photos for website, slide shows, newsletter, Facebook, other?

🞏 Maintain OOTB communication with affiliates \* 🞏 ONN, 🞏 MVTM, 🞏 OAE

🞏 Assist in culling the library

🞏 Handle sales of magazines and older books from library

🞏 Take photography and/or videos at OOTB events

🞏 Coordinate and schedule photographers for events

**Website** (working with the web coordinator)

🞏 Help develop website or sections of website 🞏 Showcase page 🞏 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Take responsibility for pages 🞏 Event Calendar, 🞏 Artist Gallery, 🞏 Other areas

🞏 Validate web connections on a regular basis 🞏 Members’ Only pages 🞏 Public pages

🞏 Provide content for 🞏 Resources Page, 🞏 Members’ Only pages

**Shows**

🞏 Sit on Show Steering Committee

🞏 Lead all aspects of organizing a show (🞏 Fibre Fling, 🞏 Stittsville Library Show, 🞏 Shenkman Show, 🞏 Fibrefest, 🞏 other shows.

🞏 Direct one aspect of a show's organization (see list below) and sit on it's Committee.

🞏 organize the intake of art pieces

🞏 prepare volunteer schedules

🞏 develop and distribute promotional material

🞏 set up and/or take down art display

🞏 be a docent (guide) during a show

\*ONN-Ontario Network of Needleworkers, MVTM–Mississippi Valley Textile Museum, OAE–Ottawa Arts East