



## So, you want to start a Study Group...

Congratulations! This is an exciting way to gather artists together to learn from one another and inspire each other's work. Here are a few tips on how to organize and run a study group.

### Launching a Study Group

1. **Identify a Study Group topic.** This usually happens organically, although a guild may want to consider launching Study Groups that fill a need in the guild such as a “Back to Weaving Basics” group or a group for members participating in a Guild Challenge.
2. **Review your guild's Guidelines** for any formal procedures you may need to follow for launching and managing a Study Group; confirm that you and other members have the time and resources to follow these processes.
3. **Identify potential members** within your guild that share a common interest that is not currently the topic of a guild Study Group. Gauge interest in starting a Study Group through conversation, a casual poll, or official survey depending on your guild's needs. Discuss the goals of the Study Group, how often this group should meet and at what time, and what size/location of venue is needed.
4. **Consider any budgeting needs** that this Study Group may need. Would you need to provide supplies for members, pay for a venue, bring in outside guest leaders, etc.? If so, discuss with your guild leadership if this is feasible, and/or develop a fundraising plan with potential members and guild leadership. Be sure to consider longevity of funding: would these be one-time costs, would they have to be built into your guild's budget or generated annually, etc.? If fundraising is needed, discuss with your guild leadership how much needs to be raised before the Study Group is launched, and make a plan to accomplish this.
5. **Make a plan for the Study Group structure.** Will there be a leader, note-taker, budget manager, etc.? What will be the process for selecting the individuals to take assume the responsibilities of these roles?
6. **Launch the group** as applicable, following the processes outlined in your guild's Guidelines.
7. **Determine leadership** and other position responsibilities for your Study Group at the first meeting.
8. **Discuss communications** with your guild leadership: how do they want to receive reports from your Study Group? This could be a presentation at regular guild meetings, a section in the guild newsletter? When this is decided, choose which Study Group members will be responsible for sharing this information.
9. **Set up a communications channel** for the Study Group. This could include a text chain, WhatsApp channel, social media page, email thread, etc.
10. **Book venue and solidify meeting schedule** as applicable to your Study Group's needs.

### Managing a Study Group

1. **Maintain active and transparent communication** with your Study Group. Seek regular feedback from members if the meetings/workshops are providing what they are looking for and adjust accordingly.
2. **Stay consistent.** As much as is possible, keep your meetings regularly scheduled at the agreed-upon time, date, and location. Report updates to the Study Group and your guild in a timely manner.



3. Study Group leaders should **hold bi-annual check-ins** (at least) with the guild leadership to ensure that the Study Group is achieving its goals, discuss any needed changes to the format/structure of the Study Group, and (if applicable) provide budgetary updates.
4. **Get creative!** Share innovations and news about your Study Group's topic with members. Consider introducing new ideas or trends into the Study Group, such as arranging a field trip to a fiber festival.
5. **Seek out new members.** Always be on the lookout for opportunities to share your Study Group's goals with other guild members and potential guild members. Encourage non-Study Group members in your guild to share information with those in their network that may be interested. Look for opportunities to reach a broader audience and promote your guild through public events at libraries, museums, fiber and craft festivals, schools, and historical sites.