



Convergence[®] Steering Committee

Handweavers Guild of America, Inc. (Wichita, KS)

What: Convergence[®] Fiber Art Conference, July 11-17, 2024

Type: Volunteer

Principle HGA Contact: Elizabeth Williamson, Executive Director

Duration: 18 Months

Description:

In partnership with the Executive Director and the HGA Staff, the Convergence[®] Steering Committee leads the overall planning, implementation, and monitoring of all tasks for the Convergence[®] conference.

Committee Roles & Responsibilities:

- Using the HGA mission as a guide, identify opportunities and strategies for expanding Convergence[®] partnerships to include new entities and work activities.
- Examine and recommend approaches to promote Convergence[®] activities both internally to existing members and externally.
- Identify, recruit, screen, and select qualified individuals to be members of your committee(s). Steering Committee Coordinators will oversee 1-3 committees and may also serve as chair of those committees.

Skills, Knowledge & Abilities

- Ability to interpret and apply policies and standards.
- Strong organizational and planning skills.
- Demonstrated effective verbal, writing, and interpersonal communication skills.
- Proficiency in computer applications for word processing, spreadsheet, and database software.

Qualifications

- Availability of schedule because chairing a conference can take a considerable amount of time.
- Additional support should also be available for modest clerical needs, occasional correspondence, etc. HGA relies on this "in-kind" support to keep conference fees in line.
- It is advised against committing to other volunteer activities since the success of the conference depends on the ongoing and regular management of the conference committee by the conference chair.
- Must be an HGA member.
 - Membership for at least 2 years preferred.
 - Attendance at or previous involvement with Convergence[®].
 - Support for limited mail and telephone and email needs.
 - Support for limited meeting attendance.

Benefits

- Priority Convergence[®] 2024 registration
- Complimentary Convergence[®] 2024 Value Package (CVP) includes:
 - Daily admission to the Marketplace, Demonstrations, Panels, and Art Exhibits
 - One ticket to the Fashion Show
 - One ticket to the Keynote Speaker
 - HGA Tote Bag
 - Discounted Session Registration
- 6 hours of complimentary classes/sessions at Convergence[®] 2024
- Complimentary registration for virtual HGA's 2024 Spinning & Weaving Week Celebration

Steering Committee Roles

Position: Program Coordinator

Reports to: Executive Director

Duration: Staff position

Purpose: To oversee the activities of all conference committee coordinators, to ensure that the objectives of the conference as established by the Board of Directors and Executive Director are met, and to serve as a focal point for communications between the Convergence[®] Steering committee, the Executive Director and the HGA Staff.

Major Activities:

- Inform the coordinators of their duties and distribute material describing the responsibilities for each. Be sure that each understands budgetary allocations, deadlines for tasks, and basic HGA Convergence® Policies and Procedures.
- Working with the Executive Director, oversee the technical, financial, administrative, and logistical management of all activities related to the conference and uphold all HGA's policies and procedures.
- Prepare agendas for committee meetings and distribute minutes of the meetings to all members of the Convergence® Steering Committee.
- Periodically review the activities of the conference committee members.
- Puts together an educational program that supports the objectives of the conference and oversees the Leader Selection Committee, Session Equipment Committee, and Loom Rentals Committee.
- Serves as Leaders' conference contact onsite during Convergence®.
- Coordinate Interns for the Leaders.
- Prepare a final report for the conference and submit it to the Executive Director no later than 30 days following the conference. The final report should include a critique of problem areas and a list of things you would have done differently. This will greatly enhance the planning efforts of future conference organizers.
- Ensure that the appropriate Thank-you notes are sent to all committee members.

Position: Exhibits Coordinator

Primary Contacts: Program Coordinator and Communications Coordinator

Duration of Appointment: 12-18 months

Purpose: To oversee and/or carry out the staging and completion of any and all HGA-sponsored or juried art exhibits and fashion show which supports the overall purpose of the conference. Conference exhibits include Fashion, Leaders' Work, Interns' Work, Basketry, Mixed Media, and Yardage and are subject to change. Oversees Exhibits Committee and their effort to locate off-site exhibition space to host fiber art exhibits coordinated with local/regional guilds and established fiber artists for publication in Conference and Gallery Guide. Oversees Wearable Art Committee and ensures pieces are received, cataloged, delivered safely to the convention center, and ready to be shown on the runway.

Position: Local Publicity/Press Relations Coordinator

Primary Contact: Communications Coordinator

Duration of Appointment: 12-18 months

Purpose: Coordination of local promotion for the conference. This includes television, radio and print advertising, writing and distributing press releases; and distribution of conference marketing materials such as gallery guides, postcards, posters, etc. Oversees Gallery Guide committee and their effort to solicit advertising for the Conference and Gallery Guide and to find places for distribution. Ideally, this candidate lives in the region where the conference is being held.

Position: Marketplace Coordinator

Primary Contact: Advertising and Partnerships Manager

Duration of Appointment: 12-18 months

Purpose: Works with Advertising and Partnerships Manager to identify potential vendors for the Marketplace. Follows up with vendors for documents, advertising, demonstrations, etc. Oversees Vendor Demonstrations Coordinator and Marketplace volunteers. Is onsite in the Marketplace during Convergence® to attend to vendors' needs.

Position: Session Equipment Coordinator

Primary Contacts: Program Coordinator

Duration of Appointment: 12-18 months

Purpose: To oversee the activities of the Loom Rentals and Session Equipment Committees and to ensure the Leaders and their students have the equipment and set-up needed for their sessions. Work with the Loom Rentals Committee to secure donations of looms from private owners and guilds within the region for rental use by conference attendees who are traveling from afar. Coordinate with the Program Coordinator to match conference attendees with looms and oversee the rental process and logistics including delivery to the convention center, use, pick-up, and payment. Work with the Equipment Committee to secure donations of equipment for use in conference sessions such as sewing machines, ironing boards, hot plates, buckets, etc. Oversee logistics of use, including delivery to the convention center, use by Leader/classroom, and return of equipment. Prep rooms by covering tables and floors for protection from dyes and hanging whiteboards.

Position: Special Events Coordinator

Primary Contacts: Program Coordinator and Executive Director

Duration of Appointment: 12-18 months

Purpose: To oversee the activities of all Special Events Committee members, in putting together entertaining, educational, and engaging programs which support the objectives of the conference. To oversee and supervise all A/V-related activities. This includes supervision of the A/V firm or contractor(s) hired to perform A/V services for the

conference. Overseeing the Silent Auction Committee which produces a silent auction to raise funds for the Fiber Trust.

Position: Tours Coordinator

Primary Contacts: Program Coordinator

Duration of Appointment: 12-18 months

Purpose: To oversee the activities of the Tour Committee, in putting together a program of tours that support the objectives of the conference. This includes identifying tours and arranging time schedules, bus transportation, lunches, agendas, etc. Ideally, this candidate lives in the region where the conference is being held.

Position: Volunteer Coordinator

Primary Contacts: Membership and Development Manager

Duration of Appointment: 12-18 months

Purpose: To recruit, train and monitor volunteer workers. This includes assisting Committee Coordinators and Chairs with building their committees; assigning Mentors and overseeing the Mentorship program; and staffing Art Exhibit Monitors, Art Exhibit Set-Up and Take-Down Assistants, Classroom Set-Up Assistants, Fashion Show Dressers, Marketplace Assistants, Registration/Information Desk Assistants, Ticket Takers, and any other areas where volunteers may be needed. Ensures that all volunteers receive appropriate recognition for their service.

To Apply

Please log in to your account here to complete the Steering Committee Volunteer Application.

<https://weavespindye.app.neoncrm.com/survey.jsp?surveyId=104&>

Review of applicants will begin immediately and will continue until the positions are filled.

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