

Chicago Windy City Knitters Guild

WCKG Board Positions & Committees

Board Positions

President	Assistant Program Chair
Vice-President	Website/Communications Chair
Treasurer	Assistant Website/Communications Chair
Assistant Treasurer	Community Projects Coordinator
Newsletter Editor	Assistant Community Projects Coordinator
Assistant Newsletter Editor	Special Events Chair (KALs, SkillShares, Yarn Con, Knit in Public Day, Yarn Swap, Yarn Sale, etc.)
Membership Chair	Assistant Special Events Chair
Assistant Membership Chair	
Program Chair	

Committees and Positions

Descriptions and Job Duties—This list is evolving.

Projects Chair and Committee

Each member of the Community Projects Committee is responsible for being a liaison with one of the charitable organizations the WCKG supports to determine what items are needed, tracking donations, and getting them delivered. In addition, the committee determines if more organizations need help on a short-term or extended period. For a description of each organization, its needs, and volunteer opportunities, see the [Community Projects page](#)

Knit Along (KAL)

- Host a KAL virtually or in person
- Work with Programs Chairs to

Knitting Help

- Help others with projects, and general knitting issues. (fix mistakes, interpret patterns and more)

Local Yarn Shops Liaison (LYS) Committee

- Update LYS list; get LYS info (i.e., trunk shows, special events, etc.) and report to the Newsletter editor; maintain a link with our local LYS.

Meeting Facilitation Committee (overseen by the Vice President)

- Meeting Raffle
 - organize the prizes
 - collect and inventory prizes
 - monitor names for the “Wheel of Names” during Zoom meeting
 - ship or deliver prizes.
- Show and Tell
 - Encourage participation
 - Organize sign-up
 - Collect project information slips
 - Take/post photos and descriptions for the website (including link to pattern on Ravelry if applicable)

Membership

- Write welcome letters to new members
- Maintain membership lists and directory
- Monitor WCKG email account and forward emails to appropriate Board members

Newsletter

Publish the monthly newsletter

- Plan content of each issue
- Accept submissions from WCKG board, committee chairs, and members
- Perform pre-publication edits of all submissions
- Use desktop publishing software to layout the issue
- Proofread final draft and produce a final PDF file
- Set up the PDF file for download from the WCKG website
- Publish the finished issue via e-mail to WCKG membership
- Assist in archival and other bookkeeping of finished issues.

Volunteers are needed to submit content for the newsletter -- articles, interviews, reporting about classes or events attended, features about designers, patterns, or trends.

Programs

- Research and contact speakers of interest
- Poll the membership for program ideas
- Advise Newsletter Editor of speaker information
- Coordinate speaker needs and transportation if applicable
- Coordinate payment of speaker with Treasurer
- Introduce speaker at meeting

Social Media

- Post to WCKG social media accounts
- Post to Ravelry accounts

Special Events

- Knit in Public Day
- Yarn Con
- SkillShares/Mini Workshops
 - Plan and present a mini-workshop (30-60 minutes) and handouts if appropriate on a topic such as magic loop, felted buttons, etc. Can be done via Zoom or in person
- Yarn Swap
- Yarn Sale
- Other

Website/Communications

- Update website
- Write Blog Posts