

**POLICIES AND GUIDELINES
PRESCOTT AREA WOODTURNERS**

POLICY 5 – APPOINTED BOARD MEMBERS

Section 1. PAW members may be appointed to positions by the Elected Board Members to assist with the organization and operation of PAW.

Section 2. The term of office for Appointed Board Members shall be no more than one calendar year, shall coincide with the Elected Board Member terms, and may be re-appointed for an indefinite number of terms.

Section 3. Appointed Board Members should participate in all Board of Directors meetings to provide suggestions, opinions, and updates on activities and policies of PAW.

Section 4. Appointed Board Members are encouraged to obtain the assistance of other PAW members to help with their position duties.

Section 5. Duties of Appointed Board Members:

5.1. Newsletter Editor: The Newsletter Editor shall prepare a monthly newsletter, or on another frequency as directed by the Board of Directors, for distribution to the membership. The newsletter shall be in an electronic format suitable for electronic distribution to the membership.

5.2. Events Chair: The Events Chair shall be responsible for PAW sponsored public events, including registration and contact with the event organizers, preparation for the events, and fund raising at the events. The Events Chair shall prepare procedures as required and shall be responsible for the setup, operation, takedown, and storage of event equipment. The Events Chair shall recommend to the Board equipment requirements and other purchasing needs for events.

5.3. Member-at-Large: A Member-at-Large shall perform duties as assigned by the Elected Board Members.

5.4. Safety Chair: The Safety Chair shall ensure that appropriate safety guidelines, equipment, and procedures, as stated in the PAW Safety Policy, are implemented and followed for all PAW meetings, demonstrations, and events. The Safety Chair shall provide safety reminders and recommendations at regular membership meetings. The Safety Chair shall recommend the purchase, operation, and storage

of necessary and appropriate safety equipment for membership meetings and events.

5.5. Audio/Visual Chair: The Audio/Visual Chair shall be responsible for the setup, operation, takedown, and storage of audio/visual equipment at PAW meetings. The Audio/Visual Chair shall establish written procedures for all audio/visual activities. The Audio/Visual Chair shall recommend to the Board audio/visual equipment purchases necessary for maintaining any and all audio/visual equipment and supplies.

5.6. Website Chair: The Website Chair shall create, maintain, and update the PAW internet website to assure that members have electronic access to current PAW information. The Website Chair shall be the liaison with the Internet Service Provider for the PAW website. The Website Chair shall obtain Board approval to create or modify the PAW website content and structure. The Website Chair shall be responsible for the prompt resolution of all internet problems that affect access to the PAW website by the membership. The Website Chair shall obtain approval of the Board for any cost changes required for maintenance and operation of the website.

5.7. Librarian: The Librarian shall maintain written and electronic media of woodturning training and reference materials for temporary use by loan to the PAW membership. The Librarian shall establish and maintain a method to record the location of all PAW media materials and assure that they remain in the possession of PAW. The Librarian shall recommend to the Board the purchase of materials when new written and electronic media should be added to the library collection. The Librarian shall notify the Board if any members are delinquent in returning loaned items and if items are lost, stolen, or damaged. The Librarian shall provide to the Newsletter Editor periodic written updates on the available library materials, including new acquisitions and information of benefit to the general membership.

Board Approved February 20, 2021