

Fibre Guild

Position Description – Guild Mistress/Master

The inherent requirements of the position are as follows:

1. To promote activities related to all forms of fibre works (including but not limited to spinning, weaving, naalbinding, weaving etc) within the SCA period
2. To ensure that maintenance of the Fibre Guild website is conducted as and when required
3. To lead the administration of the Fibre Guild Facebook page
4. To provide an annual report of the activities of the Guild to the Lochac Kingdom Minister for Arts and Sciences (or their appointed deputy).
5. Facilitate Guild elections at the Annual General Meeting (“AGM”), which must be scheduled at the Rowany Festival
6. Collate and publish minutes of the AGM

The Guild Mistress/Master may:

1. Appoint deputies as required to assist in conducting the activities of the Guild (any such deputies’ role expires at the annual meeting, subject to reappointment following the annual Guild elections)
2. As required, liaise with the Kingdom Arts and Sciences Minister in relation to matters concerning the Guild

The Guild Mistress/Master may not:

1. Collect or facilitate the collection of any funds from Guild Members (the Guild has no financial delegation or authority)

General:

All official guild business must be conducted via the Guild’s official email address

The Guild Mistress/Master role must be vacated at the end of each year. The elections are to be held prior to the AGM and the incoming Guild Mistress/Master announced at the AGM. If the current Guild Mistress or Master is seeking re-election, they must delegate the election process to another person with the agreement of the Kingdom Minister of Arts and Sciences.

The process for holding the elections are:

1. Call for nominations (2 week period)
2. Announce the candidates and commencement of the election period (2 week period)

The person holding the election may opt to collate the results via email or by a third party entity (eg Survey Monkey) as preferred, providing that all results are able to be counted.

The Guild Mistress / Master may not hold the role for more than two years, unless an agreement has been reached with the Kingdom Minister of Arts and Sciences.

The annual report must be provided by the outgoing Guild Mistress / Master following the AGM.