

# Greenville Woodworkers Guild

## Position Descriptions

No.	Ver.	Resolution	Position
<del>1</del>	<del>1</del>	<del>2011-18</del>	<del>Shop Superintendent</del> Replaced by No. 18
2	2	2011-16	Shop Supervisor
3	3	2011-16	Shop Assistant
4	1	2004-13	Newsletter Chairman
5	2	2011-16	Mentoring Chairman
6	1	2004-13	Membership Chairman
7	2	2011-16	Charitable Projects Chairman
8	2	2011-16	Librarian
<del>9</del>	<del>2</del>	<del>2011-18</del>	<del>Sergeant-at-Arms</del> Replaced by No. 24
10	1	2004-24	Program Chairman
11	1	2004-24	Communications Chairman
12	1	2004-24	Website Manager
<del>13</del>	<del>2</del>	<del>2011-18</del>	<del>Special Activities Chairman</del> No longer used
14	2	2006-05	Fund Raising Chairman
15	1	2004-24	Historian
16	1	2005-11	Guild Accountant
17	2	2011-16	Audio/Visual Chairman
18	1	2011-17	Education Center Superintendent
19	1	2011-17	Woodworking Shop Manager
20	1	2011-17	Facility Building Manager
21	1	2011-17	Facility Grounds Manager
22	1	2011-17	Wood Resources Manager
23	1	2011-17	Information Technology Manager
24	1	2011-17	Events Manager

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

**Title:** Shop Supervisor

PD No.: 2  
Version No.: 2  
Date Adopted: 11/14/11  
Resolution: 2011-16

**General Responsibilities:**

Shop Supervisors are responsible, on behalf of Greenville Woodworkers Guild, Inc. (the "Guild"), for the supervision of activities at the woodworking shop located at the Greenville Woodworkers Education Center (the "Shop"). At least one Shop Supervisor shall be present whenever the Shop is in use. The Shop Supervisor is in charge of all on-site Shop operations in Accordance with the terms of the policy established by the Guild governing use of the Shop (the "Policy"). He/she shall provide assistance and instruction to Shop users regarding Shop rules, procedures and machinery setup and usage. The Shop Supervisor shall take any and all actions that he/she determines are reasonably necessary for the safe, efficient and orderly operation of the Shop and shall correct or terminate any activity that is not consistent with such operation and/or is not in compliance with the Policy or other shop rules and procedures.

**Authorization:**

Shop Supervisors are appointed by and receive direction from the Woodworking Shop Manager and serve at the pleasure of the Woodworking Shop Manager. The Woodworking Shop Manager may serve as a Shop Supervisor at any time.

**Specific Duties and Responsibilities:**

- Maintain the schedule of Shop work sessions as directed by the Woodworking Shop Manager.
- Ensure that all persons in the Shop during hours of operation have signed a Liability Release Waiver.
- Enforce safety rules and procedures.
- Enforce rules and procedures for use of various equipment and machines.
- Indoctrinate Shop users as to Shop rules and procedures.
- Assist Shop users in machine setup and operation.
- Maintain Shop facilities as directed by the Woodworking Shop Manager.
- Maintain Shop equipment as directed by the Woodworking Shop Manager.
- Collect usage information and statistics as directed by the Woodworking Shop Manager.
- Perform any other actions necessary for the safe, efficient and orderly operation of the Shop.
- Perform any other duties as directed by the Woodworking Shop Manager.

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

PD No.: 3  
Version No.: 3  
Date Adopted: 11/14/11  
Resolution: 2011-16

**Title:** Shop Assistant

**General Responsibilities:**

Shop Assistants are responsible for assisting the Woodworking Shop Manager, Shop Supervisors and shop users at the woodworking shop located at the Greenville Woodworkers Education Center (the "Shop").

**Authorization:**

Shop Assistants are appointed by the Woodworking Shop Manager and serve at the pleasure of the Woodworking Shop Manager. Shop Assistants receive direction from the Woodworking Shop Manager and/or Shop Supervisors.

**Specific Duties and Responsibilities:**

- Perform any actions necessary for the safe, efficient and orderly operation of the Shop as directed by the on-duty Supervisor.
- Perform supervisory duties when the Shop Supervisor is occupied or otherwise unavailable.
- Be familiar with shop procedures and regulations and monitor activities to insure that procedures and regulations are complied with.
- Help/advise shop users with their work.
- Encourage and help shop users to return supplies and tools to the proper storage areas and to clean-up work areas. Insure proper disposal of waste and scrap.
- Monitor use of the dust collection system. Empty the barrel and beat the filters and/or instruct shop users to do so.
- Insure computer updates are made and that records and logs are updated appropriately. Verify that a Liability Release form is on file for each shop user.
- Check-out and check-in tools as required.
- Assist shop users with wood sales and insure that payment procedures are followed.
- Monitor activities in the bench room, library, assembly room and other areas that are out of sight of the Shop Supervisor.
- Perform any other duties as directed by the Woodworking Shop Manager.

## **Greenville Woodworkers Guild, Inc. Position Description**

**Title:** Newsletter Chairman

PD No.: 4  
Version No.: 1  
Date Adopted: 03/08/04  
Resolution: 2004-13

### **General Responsibilities:**

The Newsletter Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for making and mailing (including by e-mail) a monthly newsletter to each member. The newsletter serves as a primary communication vehicle to provide Guild members with information about the activities of the Guild.

### **Authorization:**

The Newsletter Chairman is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Newsletter Chairman may appoint such assistants as may be necessary to assist in publishing the monthly newsletter. Any such assistants serve at the pleasure of the Newsletter Chairman.

### **Specific Duties and Responsibilities:**

- Maintain an up-to-date mailing list containing members, honorary members, associate members and current visitors.
- Gather information to be included in the newsletter from Guild Officers and Committee Chairman.
- Insure that the newsletter contains the following minimum information: (1) a summary of the last meeting of the members; (2) the location, date and time of the next meeting; (3) any messages from the Board of Directors; (4) any notices to the membership that are required by the Bylaws and/or Policies of the Guild; (5) summary of any issues to be presented to the membership for a vote; and (6) any other information that the Newsletter Chairman considers pertinent to the general welfare and interest of the members.
- Perform all the duties incidental to the office of Newsletter Chairman and such other duties assigned to such office by the President or the Board of Directors.

**Greenville Woodworkers Guild, Inc.**  
**Position Description**

**Title:**           Mentoring Chairman

PD No.:               5  
Version No.:        2  
Date Adopted:11/14/11  
Resolution:        2011-16

**General Responsibilities:**

The Mentoring Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and administering the Mentoring Program of the Guild.

**Authorization:**

The Mentoring Chairman is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. The Mentoring Chairman is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Mentoring Chairman may appoint such assistants and mentors as may be necessary to achieve the objectives of the Mentoring Program. Any such assistants and mentors serve at the pleasure of the Mentoring Chairman.

**Specific Duties and Responsibilities:**

The Mentoring Chairman's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Recruit, select and appoint individuals to serve as mentors.
- Maintain a listing of mentors including contact information and areas of expertise.
- Ensure that mentoring expertise in all specialty areas of woodworking can be offered to members;
- Stimulate the participation of members in the mentoring programs offered.
- Conduct periodic meetings of the mentors to (a) creatively explore different opportunities and formats for mentoring, (b) assure that all areas of mentoring, including without limitation safety, quality, consistency, resource availability, membership needs and lessons learned, are addressed.
- Provide a monthly report to the Board including a summary of participation in the Mentoring Program and a review of recent and planned mentoring activities.
- Maintain the Education Center Lathe Room and Youth Room in a clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Perform all the duties incidental to the office of Mentoring Chairman and such other duties assigned to such office by the President or the Board of Directors.

## **Greenville Woodworkers Guild, Inc. Position Description**

**Title:** Membership Chairman

PD No.: 6  
Version No.: 1  
Date Adopted: 03/08/04  
Resolution: 2004/13

### **General Responsibilities:**

The Membership Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for maintaining up-to-date information about all Guild members. He/she is also responsible to follow-up with individuals who inquire as to Guild membership and/or with visitors to Guild functions, to recruit new members and to generally promote Guild membership.

### **Authorization:**

The Membership Chairman is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Membership Chairman may appoint such assistants as may be necessary to assist with the duties of Membership Chairman. Any such assistants serve at the pleasure of the Membership Chairman.

### **Specific Duties and Responsibilities:**

- Maintain the official Guild lists of Members, Life Members, Honorary Members and Associate Members. The lists shall include the members mailing address, phone number, email address (if available) and status of dues payment.
- Place an up-to-date membership list at the Guild Education Center as appropriate.
- Provide copies of relevant portions of membership lists to Officers, Directors and Members of the Guild consistent with Guild policies.
- Collect annual dues as defined in the Bylaws, and Maintain records of payment dates, amounts and methods.
- Issue membership cards and receipts when dues are paid.
- Provide new members with a New Member's Package. The package shall include a copy of the Bylaws and any other information deemed appropriate by the Board or the Membership Chairman.
- Record and forward funds received to the Treasurer using forms and procedures as defined by the Treasurer.
- Distribute a Visitor's Package to each visitor at membership meetings. Maintain a list of visitors and provide visitor information to Guild Officers and Directors as appropriate. The package shall include a Membership Application Form, a list of Benefits of Membership, the most recent Newsletter, a Guild Flyer and any other information deemed appropriate by the Board or the Membership Chairman.
- Provide a monthly report to the Board including a summaries of changes in the membership lists of dues collected.
- Enlist members of the Board to assist in contacting delinquent members before they are lapsed in accordance with the By Laws.
- Perform all the duties incidental to the office of Membership Chairman and such other duties assigned to such office by the President or the Board of Directors.

## **Greenville Woodworkers Guild, Inc. Position Description**

**Title:** Charitable Projects Chairman

PD No.: 7  
Version No.: 2  
Date Adopted: 11/14/11  
Resolution: 2011-16

### **General Responsibilities:**

The Charitable Projects Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and administering the Charitable Projects Program of the Guild.

### **Authorization:**

The Charitable Projects Chairman is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. The Charitable Projects Chairman is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Charitable Projects Chairman may appoint such assistants and project coordinators as may be necessary to assist with the duties of the Charitable Projects Chairman and/or to execute approved charitable projects. Any such assistants and project coordinators serve at the pleasure of the Charitable Projects Chairman.

### **Specific Duties and Responsibilities:**

The Charitable Projects Chairman's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Receive and review all requests and proposals for the Guild to under take a community charitable project. Such requests and proposals may be submitted by any person. All such requests must be directed to the Charitable Projects Chairman.
- Assess the nature of the requested project including the size, cost and human resources required to complete the project. Evaluate the Guild's ability to accomplish the project in a timely manner, considering other requested and/or approved projects.
- Present all requests and proposals to the Board of Directors for consideration. Include the nature, size, cost, required resources and scheduling considerations. The Board of Directors may formally or informally approve a request, reject a request or request additional information about a request before making a decision. Approval by the Board of Directors, absent directives to the contrary, authorizes the Charitable Projects Chairman to proceed with the project and to expend Guild funds as detailed in his/her presentation.
- Appoint a Coordinator for each approved project. The Coordinators will be responsible for the execution of their projects. The Charitable Projects Chairman may at his/her discretion delegate the authorization to expend funds to Project Coordinators. He/she must make such delegations known to the Treasurer.
- Ensure that the Coordinator of each project, upon completion of the project, provides a report, photos and/or other documentation of the project to the Charitable Projects Chairman, the Newsletter Chairman, the Website Manager and the Communications Chairman.
- Report on the status of all approved community and charitable projects at each regular meeting of the Board of Directors.
- Maintain the Education Center Toy Room in a clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Perform all the duties incidental to the office of Charitable Projects Chairman and such other duties assigned to such office by the President or the Board of Directors.

## **Greenville Woodworkers Guild, Inc. Position Description**

**Title:** Librarian

PD No.: 8  
Version No.: 2  
Date Adopted: 11/14/11  
Resolution: 2011-16

### **General Responsibilities:**

The Librarian is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing, maintaining and administering the library of publications, software, video tapes, DVDs and tools of the Guild.

### **Authorization:**

The Librarian is appointed by the Education Center Superintendent serves at the pleasure of the Education Center Superintendent. The Librarian is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Librarian is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Librarian may appoint such assistants and custodians as may be necessary to assist with the duties of the Librarian and/or to safeguard library materials. Any such assistants and custodians serve at the pleasure of the Librarian.

### **Specific Duties and Responsibilities:**

The Librarian's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Organize and provide for storage of all library materials.
- Establish procedures for check out and return of library materials.
- Collect, record and forward funds received to the Treasurer using forms and procedures as defined by the Treasurer.
- Provide recommendations to the Board of Directors concerning library procedures and additions to library contents.
- Dispose of excess materials in whatever fashion that is in the best interests of the Guild and its members.
- Maintain the Education Center Library a clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Perform all the duties incidental to the office of Librarian and such other duties assigned to such office by the Education Center Superintendent.

## **Greenville Woodworkers Guild, Inc. Position Description**

**Title:** Program Chairman

PD No.: 10  
Version No.: 1  
Date Adopted: 5/10/04  
Resolution: 2004-24

### **General Responsibilities:**

The Program Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and arranging for programs that are presented to the members of the Guild.

### **Authorization:**

The Program Chairman is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Program Chairman may appoint such assistants as may be necessary to assist with the duties of the Program Chairman. Any such assistants serve at the pleasure of the Program Chairman.

### **Specific Duties and Responsibilities:**

- Develop a proposed calendar of events (including open dates) and submit the proposed calendar of events to the Board for approval. Include presentation subject matter for each monthly membership meeting and topics for at least two seminars and/or field trips each year.
- Manage the calendar of events so that, in the event of cancellations or other unforeseen circumstances, substitute programs can be employed. When time permits, secure the approval of the Board for changes to the calendar of events.
- Contact and arrange for qualified individuals to conduct each presentation and seminar.
- Act as the host for any non-member program presenters.
- Coordinate plans and activities with the Treasurer to insure timely collection and recording of fees associated with seminars and field trips using forms and procedures as defined by the Treasurer.
- Arrange for furniture, fixtures and equipment required for presentations and seminars.
- Perform all the duties incidental to the office of Program Chairman and such other duties assigned to such office by the President or the Board of Directors.

**Greenville Woodworkers Guild, Inc.  
Position Description**

**Title:**                   Communications Chairman

PD No.:                   11  
Version No.:            1  
Date Adopted: 5/10/04  
Resolution:            2004-24

**General Responsibilities:**

The Communications Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and directing the public relations and advertising activities of the Guild.

**Authorization:**

The Communications Chairman is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Communications Chairman may appoint such assistants as may be necessary to assist with the duties of the Communications Chairman. Any such assistants serve at the pleasure of the Communications Chairman.

**Specific Duties and Responsibilities:**

- Develop and maintain a roster of media outlets, businesses and community organizations for the purpose of communication about Guild activities and accomplishments
- Develop and distribute news releases, brochures, signs and other publications for the purpose of informing the public about Guild activities, objectives and accomplishments.
- Perform all the duties incidental to the office of Communications Chairman and such other duties assigned to such office by the President or the Board of Directors.

**Greenville Woodworkers Guild, Inc.**  
**Position Description**

PD No.: 12  
Version No.: 1  
Date Adopted: 5/10/04  
Resolution: 2004-24

**Title:** Website Manager

**General Responsibilities:**

The Website Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing, developing and maintaining the Guild website.

**Authorization:**

The Website Manager is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Website Manager may appoint such assistants as may be necessary to assist with the duties of the Website Manager. Any such assistants serve at the pleasure of the Website Manager.

**Specific Duties and Responsibilities:**

- Develop and maintain the Guild website in a manner consistent with the Guild's principles and purposes..
- Keep the website technically updated as needed.
- Post all information regarding relevant items.
- Encourage members' input in listing items on the website.
- Maintain contacts with the website service provider and take advantage of new offerings that will make the website more useful.
- Perform all the duties incidental to the office of Website Manager and such other duties assigned to such office by the President or the Board of Directors.

## **Greenville Woodworkers Guild, Inc. Position Description**

**Title:** Fund Raising Chairman

PD No.: 14  
Version No.: 2  
Date Adopted: 03/13/06  
Resolution: 2006-05

### **General Responsibilities:**

The Fund Raising Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for managing and conducting activities related to the solicitation and acquisition of monetary and non-monetary contributions, gifts and grants to the Guild.

### **Authorization:**

The Fund Raising Chairman is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Fund Raising Chairman may appoint such assistants as may be necessary to assist with the duties of the Fund Raising Chairman. Any such assistants serve at the pleasure of the Fund Raising Chairman.

### **Specific Duties and Responsibilities:**

- Develop and maintain a list of organizations that award charitable grants and oversee application for those grants that are related to Guild activities.
- Subject to Board approval, conduct community fund raising programs.
- Consult with the Treasurer as required to determine the nature of each contribution as per Guild Policy No. 3.
- Originate letters of acknowledgement and appreciation to donors for contributions received by the Guild as per Guild Policy No.3 and Guild Policy No.4.
- Originate annual "tax letters" to donors for contributions received in the prior year as per Guild Policy No. 3.
- Perform all duties incidental to the office of Fund Raising Chairman and such other duties assigned to such office by the President or the Board of Directors.

**Greenville Woodworkers Guild, Inc.  
Position Description**

**Title:** Historian

PD No.: 15  
Version No.: 1  
Date Adopted: 5/10/04  
Resolution: 2004-24

**General Responsibilities:**

The Historian is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for maintaining a file of copies of documents and publications of the Guild so as to enable the assembly of an accurate and complete chronological history of Guild activities and organization.

**Authorization:**

The Historian is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Historian may appoint such assistants as may be necessary to assist with the duties of the Historian. Any such assistants serve at the pleasure of the Historian.

**Specific Duties and Responsibilities:**

- Maintain a file of copies of documents and publications of the Guild so as to enable the assembly of an accurate and complete chronological history of Guild activities and organization.
- Acquire copies of appropriate documents from the various Guild officers.
- Perform all the duties incidental to the office of Historian and such other duties assigned to such office by the President or the Board of Directors.

## **Greenville Woodworkers Guild, Inc. Position Description**

PD No.: 16  
Version No.: 1  
Date Adopted: 05/09/05  
Resolution: 2005-11

**Title:** Guild Accountant

### **General Responsibilities:**

The Guild Accountant is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for accounting, reporting and analysis of the financial activity and resources of the Guild and for tracking the value of Guild assets

### **Authorization:**

The Guild Accountant is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Guild Accountant may appoint such assistants as may be necessary to assist with the duties of the Guild Accountant. Any such assistants serve at the pleasure of the Guild Accountant.

### **Qualifications:**

- Knowledge and experience related to basic accounting/bookkeeping concepts and procedures.
- Knowledge and experience related to computer accounting software package(s).
- Knowledge and experience related to computer office software packages with a word processing and spreadsheet processing capability, such as Microsoft Word and Excel.
- Access to computer equipment necessary to utilize the above types of software packages.

### **Specific Duties and Responsibilities:**

- Establish, maintain and publish a Chart-of-Accounts appropriate to the requirements of the Guild.
- Select and acquire computer accounting software appropriate to the requirements of the Guild.
- Coordinate with the Treasurer to provide for sharing of the necessary paper and/or computer records required for accounting activities.
- Update computer accounting records to reflect all Guild financial activity and asset values.
- Reconcile computer accounting records to monthly bank statements.
- Work with the Board to establish agreed upon financial reports.
- Prepare monthly financial reports and analysis and submit them to the Board.
- Prepare and complete the annual Guild tax return and other related documents.
- Maintain a Guild Accounting Manual that documents the procedures used to perform all accounting activities.
- Perform all the duties incidental to the office of Guild Account and such other duties assigned to such office by the President or the Board of Directors.

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

PD No.: 17  
Version No.: 2  
Date Adopted: 11/14/11  
Resolution: 2011-16

**Title:** Audio/Visual Chairman

**General Responsibilities:**

The Audio/Visual Chairman is, on behalf of Greenville Woodworkers Guild, Inc. (the "Guild"), responsible for management and maintenance of audio/visual equipment owned by the Guild; for use of such equipment as appropriate at Guild events, functions; for recording and documenting events of the Guild; and, for providing a system for accessing that information for the benefit of the Guild and its members.

**Authorization:**

The Audio/Visual Chairman is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. The Audio/Visual Chairman is an Agent of the Guild and will sign an Indemnification Agreement with the Guild He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Audio/Visual Chairman may appoint such assistants and project coordinators as may be necessary to assist with the duties of the Audio/Visual Chairman. Any such assistants shall serve at the pleasure of the Audio/Visual Chairman.

**Specific Duties and Responsibilities:**

The Audio/Visual Chairman's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Recruit, select, and train audio/visual equipment operators
- Arrange for equipment operators to be assigned to cover events and functions as required
- Provide for storage and maintenance of audio/visual equipment
- Secure approval of the Facility Building Manager for temporary and/or permanent modification to A/V wiring within the facility.
- Submit budget recommendations to the Board
- Purchase and receive audio/visual equipment, materials, and supplies with the approval of the Board
- Record interesting and instructional events as they may occur. Such events may include, but not be limited to:
  - monthly membership meetings,
  - special programs,
  - visitations and special trips,
  - mentoring sessions for the purpose of self training,
  - safety rules/procedures,
  - tool and equipment operating procedures,
  - charitable events,
  - events in which the Guild participates ,
  - public presentations/publicity videos, and
  - new member orientation programs.
- Establish and coordinate procedures with the Website Manager, Communications Chairman, Librarian, Shop Superintendent, Mentoring Chairman so as to see that recordings are made and are available to Guild members.
- Provide monthly reports of Audio/Visual activities to the Board
- Perform all the duties incidental to the office of Audio/Visual Chairman and such other duties assigned to such office by the President or the Board of Directors.

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

PD No.: 18  
Version No.: 1  
Date Adopted: 11/14/11  
Resolution: 2011-17

**Title:**           **Education Center Superintendent**

**General Responsibilities:**

The Education Center Superintendent is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the "Guild") for the general management of the Guild Education Center including the facility structure, grounds and activities. He/she shall administer the policies established by the Guild governing use of the Education Center and establish such other rules and procedures to address the security of the Education Center and the safety of operations conducted therein as he/she considers necessary or appropriate. Consistent with Guild policies, he/she shall appoint, train and delegate assignments and responsibilities to subordinate personnel so as to provide for maintenance of the facility and equipment; acquisition of required materials and supplies; scheduling of hours of operation and individual and group work sessions. Appointees shall include a Building Manager, a Shop Manager, an IT Manager, a Grounds Manager and a Wood Manager who will assume respective responsibilities as described in appropriate Position Descriptions. Additional appointees may be named at the discretion of the Superintendent. All appointees serve at the pleasure of the Superintendent. The Education Center Superintendent shall take any and all other actions that he/she determines are reasonably necessary for the safe, efficient and orderly operation of the Education Center and for the protection and maintenance of the facility.

**Authorization:**

The Education Center Superintendent is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the policies and budgets adopted by resolutions of the Board and shall act consistently with such policies and budgets. The Education Center Superintendent is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. The Education Center Superintendent may appoint Managers and Assistant Superintendents to form a staff to assist in the management and administration of the facility. Staff members serve at the pleasure of the Shop Superintendent.

**Specific Duties and Responsibilities:**

The Education Center Superintendent's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of Education Center staff members and volunteers so as to achieve the following.

- Supervise staff and appointees to insure they are satisfactorily performing assigned responsibilities.
- Issue and retrieve building keys to/from Guild members as required.
- Serve as a member of the Board.
- Submit budget recommendations to the Board.
- Submit policy recommendations to the Board.
- Advise the Board concerning the acceptance of non-monetary donations for/to the Education Center.
- Provide information about Education Center activities to the Website Manager and Newsletter Chairman.
- Encourage use of the Education Center by Guild members.
- Perform any other actions necessary for the safe, efficient and orderly operation and use of the Education Center.

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

PD No.: 19  
Version No.: 1  
Date Adopted: 11/14/11  
Resolution: 2011-17

**Title:**           **Woodworking Shop Manager**

**General Responsibilities:**

The Woodworking Shop Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the general management of the woodworking shop located at the Greenville Woodworkers Education Center (the "Shop"). He/she shall administer the policy established by the Guild governing use of the Shop (the "Policy") and establish such other rules and procedures to address the security of the Shop and the safety of operations conducted therein as he/she considers necessary or appropriate. Consistent with the Policy, he/she shall appoint, train and delegate assignments and responsibilities to subordinate personnel so as to provide for maintenance of the facility and equipment; acquisition of required materials and supplies; scheduling of hours of operation and individual and group work sessions; and, shall take any and all other actions that he/she determines are reasonably necessary for the safe, efficient and orderly operation of the Shop.

**Authorization:**

The Woodworking Shop Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The Woodworking Shop Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education center by all Guild members. The Woodworking Shop Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets. The Woodworking Shop Manager may appoint such assistants as may be necessary to assist with the duties of the Woodworking Shop Manager. Any such assistants serve at the pleasure of the Woodworking Shop Manager.

**Specific Duties and Responsibilities:**

The Woodworking Shop Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Appoint and train Shop Supervisors and Shop Assistants
- Assign Shop Supervisors and Shop Assistants as necessary for Shop operations.
- Set hours of operation of the Shop.
- Provide for scheduling of Shop work sessions.
- Establish and administer safety rules and procedures.
- Establish and enforce rules and procedures for use of various equipment and machines.
- Provide for indoctrination of Shop users as to Shop rules and procedures.
- Provide for assistance to Shop users in machine setup and operation.
- Provide for maintenance of woodworking, dust collection equipment and compressed air system. Create and maintain historical maintenance records for all equipment and systems.
- Maintain the Education Center Woodworking Shop, Training Room and Break Room clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Purchase and maintain inventories of supplies and materials required for the woodworking shop.
- Determine optimum placement for woodworking equipment, material/supplies storage, tools and other woodworking shop contents.
- Control and monitor use of the storage building. Approve use of the building and allocate storage space as appropriate.

- Plan and supervise modifications to the woodworking shop facilities and layout.
- Provide for collection of woodworking shop usage information and statistics and distribute reports as appropriate.
- Provide information about woodworking shop activities to the Website Manager and Newsletter Chairman.
- Purchase and receive equipment and tools.
- Perform any other actions necessary for the safe, efficient and orderly operation of the woodworking shop.

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

PD No.: 20  
Version No.: 1  
Date Adopted: 11/14/11  
Resolution: 2011-17

**Title:**           **Facility Building Manager**

**General Responsibilities:**

The Facility Building Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the operation, maintenance, enhancement and construction of Guild buildings and building systems that comprise the Guild Education Center. The Facility Building Manager will insure that all facility structures and systems comply with applicable building, zoning and safety codes and regulations. He/she will insure that all structures and systems are installed and maintained so as to provide a safe environment for facility users and that all structures and systems are in good repair and working order at all times.

**Authorization:**

The Facility Building Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The Facility Building Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education center by all Guild members. The Facility Building Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets. The Facility Building Manager may appoint such assistants as may be necessary to assist with the duties of the Facility Building Manager. Any such assistants serve at the pleasure of the Facility Building Manager.

**Specific Duties and Responsibilities:**

The Facility Building Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Serve as the focus of utilities services utilization and the primary contact with utility service providers. Monitor water/sewage, electric and natural gas usage and costs. Develop and implement processes, procedures and modifications to reduce utility services costs where possible.
- Develop and implement schedules and programs for routine maintenance and testing of HVAC, electrical, fire suppression system, fire extinguishers, locking hardware and plumbing system. Approve permanent modification of said items and systems. Approve requests for temporary modification or extension of said items and systems and/or audio/visual wiring for meetings and events to be held at the Education Center.
- Monitor interior and exterior structures, doors, windows, fixtures, signage and interior and exterior lighting to identify needed repairs and maintenance. Arrange for the necessary work to be done.
- Create and maintain historical records of maintenance activities.
- Purchase supplies and materials necessary to perform assigned responsibilities.
- Develop operating rules and procedures for the shop forklift. Provide training in the operation of the forklift to appropriate persons. Maintain a supply of fuel for the forklift. Provide for routine maintenance and repairs as required for the forklift. Maintain service and repair records for the forklift.
- Solicit and evaluate proposals from vendors for facility related goods and services to be purchased. Negotiate contracts for such purchases. Recommend such purchases to the Education Center Superintendent for approval. Monitor/supervise the delivery of such goods and services and compliance with negotiated contracts.

- Develop and implement procedures for the timely removal of garbage, trash, debris, wood waste and sawdust from the Education Center property.
- Serve as the Guild contact person with government, building code and fire department officials regarding facility design, modifications and operations.
- Perform any other actions necessary for the safe, efficient and orderly operation of the Education Center Facility.

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

PD No.: 21  
Version No.: 1  
Date Adopted: 11/14/11  
Resolution: 2011-17

**Title:**           **Facility Grounds Manager**

**General Responsibilities:**

The Facility Grounds Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the maintenance and enhancement of landscaping, plantings, drainage, irrigation, parking areas, retention pond and other exterior features (“Grounds”) at the Guild Education Center facility. The Facility Grounds Manager will insure that all grounds structures and features comply with applicable building, zoning and safety codes and regulations. He/she will insure that all structures and features are installed and maintained so as to provide a safe environment for facility users.

**Authorization:**

The Facility Grounds Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The Facility Grounds Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Facility Grounds Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets. The Facility Grounds Manager may appoint such assistants as may be necessary to assist with the duties of the Facility Grounds Manager. Any such assistants serve at the pleasure of the Facility Grounds Manager.

**Specific Duties and Responsibilities:**

The Facility Grounds Manager’s responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of members and volunteers so as to achieve the following.

- Develop and implement schedules and programs for routine maintenance of the Grounds at the Guild Education Center.
- Monitor Grounds facilities and features to identify needed repairs and maintenance. Arrange for the necessary work to be done.
- Develop proposals for enhancements and additions to Grounds facilities and features. Submit such proposals to the Education Center Superintendent for approval.
- Solicit and evaluate proposals from vendors for Grounds related goods and services to be purchased. Negotiate contracts for such purchases. Recommend such purchases to the Education Center Superintendent for approval. Monitor/supervise the delivery of such goods and services and compliance with negotiated contracts.
- Purchase supplies, equipment and tools necessary to perform assigned responsibilities.
- Maintain grounds equipment and tools.
- Perform any other actions necessary to achieve and maintain a safe, attractive and functional Grounds environment at the Education Center Facility.

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

PD No.: 22  
Version No.: 1  
Date Adopted: 11/14/11  
Resolution: 2011-17

**Title:**           **Wood Resources Manager**

**General Responsibilities:**

The Wood Resources Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the provision of an inventory of lumber and plywood at the Education Center for use in charitable projects and/or for sale to Guild members, also, for inventories of supplies, hardware (hinges) and any other items meant for sale to Guild members. The Wood **Resources** Manager shall insure that adequate inventories are on hand, identify sources, and arrange for purchases, delivery and pricing of such items.

**Authorization:**

The Wood Resources Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The Wood Resources Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Wood Resources Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets. The Wood Resources Manager may appoint such assistants as may be necessary to assist with the duties of the Wood **Resources** Manager. Any such assistants serve at the pleasure of the Wood **Resources** Manager.

**Specific Duties and Responsibilities:**

The Wood Resources Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of members and volunteers so as to achieve the following.

- Develop and implement procedures for purchasing, receiving and stocking lumber and sale items.
- Monitor inventories and issue purchase orders as required to keep adequate inventory levels.
- Insure that the lumber storage area is maintained in a safe, orderly and clean manner.
- Calculate and distribute accounting information including sales, cost of sales and inventory values.
- Manage the preparation for auctions to be held by the Guild. See to the collection, organization, labeling and display of items to be sold.
- Perform any other actions necessary for the safe, efficient and orderly operation of the woodworking shop.

**Greenville Woodworkers Guild, Inc.**  
**POSITION DESCRIPTION**

PD No.: 23  
Version No.: 1  
Date Adopted: 11/14/11  
Resolution: 2011-17

**Title:**           **Information Technology Manager**

**General Responsibilities:**

The Information Technology (“IT”) Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the provision of modern information technology as required for the efficient operation and maintenance of the Education Center. The IT Manager shall form and chair an IT Committee composed of individuals knowledgeable about the various aspects of information technology. Working with the Committee, he/she will design, determine and implement technology relating to computers, data networks, computer software, telephone systems, building access systems and building security systems. The IT Manager shall implement the Guild Policy on Records Retention.

**Authorization:**

The IT Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The IT Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The IT Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets.

**Specific Duties and Responsibilities:**

The IT Manager’s responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing Committee members, and training subordinates; delegating work assignments; and, supervising and coordinating the activities of members and volunteers so as to achieve the following.

- Identify, source, procure, install, test and maintain IT equipment and software used at the Education Center. Provide documentation of hardware and software designs and usage.
- Solicit and evaluate proposals from vendors for Information Technology related goods and services to be purchased. Negotiate contracts for such purchases. Recommend such purchases to the Education Center Superintendent for approval. Monitor/supervise the delivery of such goods and services.
- Provide/develop manuals procedures and training programs for the use of IT equipment and software by Education Center staff and Guild members.
- Respond to and resolve problems with the operation and/or functioning of IT equipment and/or software.
- Establish and monitor a records retention process that complies with the Guild Policy on Records Retention.
- Serve as contact with ADT for modification, problems and maintenance of ADT supplied facility security systems. Train Guild personnel in the use of ADT supplied security systems.
- Update ADT security systems software with data required for its operation and produce security system reports as requested by Guild officials.

## **Greenville Woodworkers Guild, Inc. Position Description**

PD No.: 24  
Version No.: 1  
Date Adopted: 11/14/11  
Resolution: 2011-17

**Title:**           **Events Manager**

### **General Responsibilities:**

The Events Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and administering procedures and activities necessary for the conduct of monthly membership meetings and other meetings and seminars held at the Education Center.

### **Authorization:**

The Events Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Education Center Superintendent. The Events Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Events Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Events Manager may appoint such assistants as may be necessary to assist with the duties of the Events Manager. Any such assistants serve at the pleasure of the Events Manager.

### **Specific Duties and Responsibilities:**

The Events Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Insure that Education Center meeting facilities are open and available as scheduled for Guild meetings. Insure that buildings are properly locked and alarmed following usage for events and meetings.
- Coordinate with the Program Chairman and/or other Guild officials to insure that necessary equipment and supplies are available for programs and presentations.
- Arrange furniture and equipment for each meeting. Secure approval of the Facility Building Manager for temporary and/or permanent modifications to electrical or other building systems within the facility.
- Coordinate with the Audio/Visual Chairman to insure that the audio/video equipment requirements for each meeting are provided for. Arrange for food and refreshments for each meeting.
- Arrange for cleanup of meeting facilities and storage of Guild equipment after each meeting.
- Maintain the Education Center Auditorium, Board Room, Rest Rooms and Lobby in a clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Insure that meeting attendees are assembled at the appointed time of the commencement of each monthly membership meeting.
- Perform all the duties incidental to the office of Sergeant-at-Arms and such other duties assigned to such office by the Education Center Superintendent.