

It is Our Guild take pride in Your studio and in building your skills.

Membership Responsibilities in the Dorval Potters' Guild

Commit to Lead or co-coordinate one or more of the Guild committees below with member support:

- a. Library – organize our books, track borrowings, recommend new or replacement books
- b. Publicity – Create words for the City publications and press releases for sales to be distributed by the City, plan photos to be used in posters. Work with the city to print fliers, invitations and posters. Feed the webmaster all the latest details about sales etc.
- c. Event planning
May Sale coordinator
December Sale coordinator
Rendez-Vous, Empty Bowls...etc coordinator
tables, goblets, table cloths, wine, chairs, receipt books, float, VISA, timetables, setup, cleanup, posters, weavers, bags, paper, wheel & clay for demo,...and everything else
- d. Workshop coordinating – seek out possible workshops and if there is interest arrange to make them happen.
- e. Web site maintenance – keep announcements up to date, build as you are inspired.
- f. Newsletter – share Guild happenings, share your skills, and show your work
- g. Membership Administrator - work with Registrar and Treasurer to keep an updated list, track involvement of members, update forms, create membership card...
- h. Inventory maintenance - ordering clay, chemicals, tools, bags for vacuum, cones..etc, making glazes (consult with the teachers and guild members about needs)
- i. Studio cleanup coordination – aprons, kiln shelf resurfacing, vacuuming kiln, cupboards & shelves, making cookies, cleaning & rebuilding pug mill: do it with an experienced person the first couple of times and discuss with others about an appropriate time to do it....etc.

ALL MEMBERS ARE TO ASSIST

- j. Clay recycling – removing water, drying clay, pugging, (there is a diary for the pug mill where you record what clay is in the barrel so contamination doesn't happen but talking to the team is good too)

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- k. Studio space for members – assign/manage cupboards

Special skills to share – Teaching, Demonstrating, Fluffing, Workshop etc

- a. demonstrations – wheel or hand building (as at a sale)
- b. public hands-on mini lessons – wheel or hand building (as at Rendez-vous)
- c. photographer - for events, for advertizing, brochure, web site