

Volunteer Positions

Guild Sales

This position doesn't actually have anything to do with sales. The Guild is in possession of many gift items with the ABC XYZ Logo printed on them. They were purchased as fund raising items to be sold at the Letterforum convention and at CalligraFest. They are also advertised for sale on the web site. The Guild need someone to take possession of these items and fill the orders as they come in. The items need to be boxed and shipped, the checks need to be forwarded to the treasurer. Expenses need to be reported periodically so that the volunteer can be reimbursed.

It is not necessary to be a local member to do this job, however being within driving distance would be helpful in retrieving the merchandise from its current storage area in Rockville, MD.

Contact Mary Lou at m.l.obrian@starpower.net

Programs

This job has been vacant for many years but can easily be done by any local member who has access to email and enjoys scheduling things. The job involves contacting the Church in Bethesda once a year to reserve the dates for the monthly Guild meetings. Then contacting the Workshop chair to find out what teachers will be coming to town and might be interested in making a presentation to the membership during their stay. Sending a short description of the presentation to the Bulletin editor and the web site manager and securing a check from the treasurer to pay the speaker the night of their presentation.

Contact Mary Lou at: m.l.obrian@starpower.net

CalligraFest Chair

This is a big job because it has so many moving parts: there are six or seven sub-chair positions such as Vendors, Demonstrations, Mini-Workshops, Silent Auction, CalligraFlea Table, Raffles, Refreshments. The good news is that Bob Flory has been at the helm for many years and has a job description for every sub-chair along with a step by step explanation of what each person should do and a time line for when they should do it. That's a huge help. But the Chairperson still needs to be touching base with all the sub chairs to make sure they are meeting their deadlines and finding volunteers to fill any vacant positions. One person can handle this job but it would also be a good job for a husband and wife team or two volunteers who work well together.

Contact Bob Flory at: bobandsue@theflorys.net