

**Spinning Certificate Program
Weavers Guild of Greater Baltimore**

Team Organization, Roles, and Responsibilities

President of the Guild shall:

- Approve a Spinning Certificate Program(SCP) Chairman

SCP Chairman shall:

- Serve as Chairman for two years. The Chairman may serve more than one term.
- Oversee and administer the program.
- Select a Registrar, the Ratings Committee, Mentor and Judges.
- Convene the Ratings Committee.
- Help protect the participant's anonymity, if requested, by using the Participant's id number.
- Return completed and approved submissions to the Participants with a cover letter giving the score and congratulating them on their work.

Registrar/Treasurer shall:

- Serve in the position for two years. The Registrar may serve more than one term.
- Assign an identification number to each participant and maintain participant anonymity, if requested.
- Send checks to the Guild Treasurer and ask the Treasurer to send reimbursement checks to judges.
- Prepare the SCP annual budget upon request.

Ratings Committee Members shall:

- Ensure that all items submitted meet the stated specifications for a module with appropriate labeling, length of skein, or size of sample.
- Review Masters Level outlines submitted for approval.
- Return items not meeting requirements to the Participant for revisions as necessary.

Judges (2) shall:

- Judges must be skilled people from outside WGGB to protect participants' anonymity
- Be available to receive and evaluate submissions, typically by mail, at predefined times.
- Evaluate work submitted in light of stated requirements and evaluation criteria.
- Complete Skein and Swatch Evaluation Sheets with appreciative and constructive comments to support the participant's learning experience.
- Return submissions and evaluation sheets by the specified time to the Tracking coordinator.

Mentor shall:

- Serve as Mentor for two years. The Mentor may serve more than one term.
- Help establish study groups and support the groups' efforts.
- Act as a resource person to respond to questions about the Program requirements from participants or people who are considering the program. Questions may come directly from participants or via the Registrar from participants who wish to remain anonymous.
- Interpret the Program guidelines and certification process, consulting with other SCP team members as needed.
- Maintain participant anonymity in all communications on behalf of the participant, if requested.

- Tell the Chairman about areas of the program that are generating repeat questions or concerns. Suggest changes or clarifications.
- The Mentor serves in an advisory role. Participants may or may not accept the Mentor's advice. The Mentor is not involved with the evaluation process. Ultimate evaluation of work for any Level is the sole responsibility of the judges.

Tracking Coordinator:

- Receive list of new participants from the Registrar and create individual spreadsheets and add the Participants to the submission tracking spreadsheet.
- Track all submissions received on appropriate spreadsheets (a spreadsheet for each participant, an over-all sheet to track where each submission is in the judging process, etc.)

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- Receive submissions for evaluation and verify completeness with Rating Committee for all levels.
- Send submissions to judges, receive submissions after evaluation, and log scores on appropriate spreadsheets.
- Provide reports to the Chairman and SCP Team as requested.
- Act as liaison for participants on submissions as required.

Current Organization:

Chairman	Bonnie Frederick
Registrar/Treasurer	Elaine Parry
Mentor	Sally Jenkins
Coordinator	Susann Shemm
Ratings Committee	Jennifer Barr
	Richard Hill
	Sally Jenkins

Judges Non-guild members - 2

File: revised roles 6/29/13