

Spinning Certificate Program Weavers Guild of Greater Baltimore

Team Organization, Roles, and Responsibilities

President of the Guild shall:

- Appoint a Spinning Certificate Program(SCP) Chairman

SCP Chairman shall:

- Serve as Program Chairman for two years. The Chairman may serve more than one term.
- Oversee and administer the program.
- Initiate study groups, appoint group leaders and oversee and support the groups' efforts.
- Select a Registrar, the Ratings Committee, and a Mentor with approval of the majority of the Executive Board and Directors.
- Convene the Ratings Committee.
- Correspond with the Registrar and/or members of the Rating Committee by identification number to allow for anonymous judging and to protect the participant's anonymity, if requested.
- Oversee submission evaluation plans, working with the Registrar and Ratings Committee.

Registrar shall:

- Serve as Registrar for two years. The Registrar may serve more than one term.
- Establish processes for handling applications and receipt of submissions.
- Assign an identification number to each participant and maintain participant anonymity, if requested.
- Receive submissions for evaluation and verify completeness with Rating Committee for all levels.
- Deliver submissions to judges.
- Act as liaison for participants for all submissions or questions.

Ratings Committee Members (3) shall:

- Establish a process to review Masters Level outlines
- Review Masters Level outlines submitted for approval.
- Select two judges with the approval of the majority of the Executive Board and Directors. Judges must be skilled people from outside WGGB to protect participants' anonymity.
- Ensure that all items submitted meet the stated specifications for all levels.
- Setup a physical site for submission review work and recruit volunteers to help with the process, if necessary.
- Support judges during the evaluation process, as required.

Judges (2) shall:

- 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.

Mentor shall:

- Serve as Mentor for two years. The Mentor may serve more than one term.
- 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.

File: revised roles

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

Current Organization:

Chairperson	Sally Jenkins
Registrar	Barbara Bacon
Mentor	Mary Ann Jackson
Ratings Committee	Jennifer Barr Richard Hill Alice Lohr
Judges	TBD – non-guild members