DUTIES OF THE ARTISAN COMMITTEE CHAIRPERSON
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Overview: The role of the Artisan Committee Chairperson is to manage the Artisan Program for the SAGA to include enrollment of participants, verification of Artisan points, evaluations, and awards. During the course of your service to SAGA as Artisan Committee Chairperson you will be in possession of proprietary SAGA information which is to be kept in confidence both during and after your SAGA service.

• SAGA Board Relationship
  • Serve as liaison with board members, evaluators, SAGANews editor, and artisan participants
  • Receive enrollments from SAGA treasurer
    • Enter in Artisan database
    • Mail packet to participant containing Artisan handbook, pin, Artisan card, and welcome letter
  • Maintain Artisan handbook, recommending changes and/or re-printing when necessary
  • Provide a monthly reimbursement statement and annual budget for the Treasurer

• SAGA Membership Relationship
  • Maintain records of all activities associated with Artisan Program
  • Respond to members’ calls and e-mails with questions about the program
  • Encourage participants to accrue points and submit projects for evaluation
  • Process verification of points
    • Verify classes, dates, and points as submitted by participant
    • Enter in database
    • E-mail verification letter, liability release, required submission information/stitch guide to participant
  • Process evaluations (January 1 – July 1)
    • Check for correct documents, samples, items received
    • Notify participant that evaluation package arrived
    • Contact potential evaluators
    • Prepare evaluation packets
    • Enter information on submission sheet
    • Mail projects to first evaluator with labels for mailing to other evaluators
    • Provide evaluation and expense reimbursement forms to evaluators via e-mail
    • Process evaluation data when returned
    • Inform participant as to pass/fail
    • Return projects and evaluation sheets to participant
    • Enter evaluation information in database
    • Notify SAGA Board and SAGANews of pass for appropriate recognition
    • Prepare certificate for President’s signature
    • Present certificate and level achievement bar at annual National Convention
    • Issue final verification letter
  • Encourage non-pass participants to continue to submit for evaluation
  • Attend annual National Convention to be available for:
• Artisan meeting
• Artisan information desk
• Process enrollments
• Present Artisan certificates

• Communications

• Maintain communications with the Board and fellow SAGA members to progress SAGA business
• Provide up-to-date Artisan Program information to membership via Website, SAGANews, and region representative letters
• Provide a quarterly Board report to the VP of Membership by the 5th of the following month stating:
  • Number of enrollments and areas
  • Number of verifications and areas
  • Number of submissions and areas
  • Number of passes and areas