



Philosophy of Policies for the Handweavers Guild of Boise Valley

Below find a description of how the writing of the Policies and Job Descriptions has been approached since their inception in about 2007. They are written for the benefit of the Handweavers Guild of Boise Valley. When reference is made to “policies” in the list below we refer mainly to the two kinds of documents mentioned above.

1. We are creating these documents for our voluntary organization. Everyone volunteers to take part. Implied in this statement is the fact that anyone can just as easily choose to exit.
2. Within such a voluntary organization there can be no mandates. The best approach is to encourage, such as, “This is how participating in this guild event will benefit you.” Create the excitement around it.
3. Language, wording, and naming matters.
4. It is best to avoid even soft mandates in the “policies,” such as, “we will” or “we shall.” Retain words that are inclusive and that build the community sense of being that we honor.
5. This process takes careful word-smithing to maintain.
6. Our “policies” are only guidelines. They are the documentation of what has worked well to process the systems of our organization.
7. The purpose of the “policies” is to create a resource for officers, chairs, and members.
8. These guidelines are not “rules.” The only “rules” we need to follow, which are general by design, are the Bylaws and the Articles of Incorporation.
9. As new technologies or systems arise for our benefit, the “policies” can be revised.
10. The “policies” connect within a network. When one policy is changed or updated, that change ripples through and into other policies. It works best if there is someone who sees the whole picture, and who works to keep the policies and job descriptions congruent.

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