



Yearly Guild Tasks			
	Date	Task	Notes
1	Guild Year End - June	Accounts Audit	Treasurer Job Description (JD)
2	Prior to Start of Guild Year	Verify/ Appoint Chair Positions	Bylaws, President JD
3	Summer	An Optional Library Day	
4	Between June and October	IRS Report	Treasurer JD
5	September	Pay ANWG Dues	ANWG Rep JD
6	September	Pay for Zoom	Social Media Chairperson JD
7	October	Directory Distributed Electronically	Membership Officer JD
8	October	Membership Lists Culled - Spreadsheet & <a href="https://groups.io">groups.io</a>	Membership Officer JD
9	October	Pay the Post Office Box Fee	Treasurer JD
10	January	Appoint Nominating Committee - Three Members	Bylaws, President JD
11	January	Liability Insurance is Paid	Treasurer JD
12	January	Renew Website and Domain Name	Webmaster JD
13	March	Treasurer presents Yearly Budget to <u>Board</u>	Treasurer JD, Budget Policy
14	March	Nominations Committee Present Slate of Officers to Membership	Bylaws
15	March	State Corporation Renewal Form	Secretary JD
16	Up to One Week after March Meeting	President may accept Additional Officer Nominees in Writing	Bylaws
17	March/ April - two weeks prior to April meeting	Publish Budget in April Newsletter	Budget Policy
18	March/ April - two weeks prior to April meeting	Publish Slate of Officers in April Newsletter	Bylaws
19	April	Vote on Budget	Budget Policy
20	April	Vote on Slate of Officers - Paper Ballot	Bylaws
21	June - End of Meeting	New Officers Assume Duties	Bylaws
			References: Bylaws, Job Descriptions, & Policies
	<b>Other Notes:</b>		
	The Guild ensures adequate funds for self insurance for the Guilds material possessions - the library and the equipment.		
Revised February, 2026 - Yearly Guild Tasks for the Handweavers Guild of Boise Valley - Page 1 of 1			