

## Sun Lakes Rock, Gem & Silver Club Appendices

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## **Appendix 1 – Position Description**

**POSITION TITLE:** President

**PURPOSE OF POSITION:** Provide administrative leadership for the Sun Lakes Rock, Gem and Silver Club

### **RESPONSIBILITIES**

Act as the club's primary spokesperson

Represent the club interacting and corresponding with individuals and organizations within and outside Sun Lakes

Ensure conformance to Constitution & By-Laws and HOA requirements

Convene regular Board of Directors and General Membership meetings; call special Board and/or executive board meetings. Call special General Membership meetings if necessary

Cast a deciding vote when Board members are tied on a motion

Confer with and provide counsel to Board members, committee leaders and others

Promote club growth, improvement and public image

Provide oversight of procedures and controls to protect club assets, member safety and HOA-owned facilities

Nominate candidates for appointment to non-elective positions

Appoint an audit committee, annually and present the committee's findings at a general meeting

Upon leaving office, return all keys to locked areas and green book to the incoming President.

Appoint nominating committee annually.

## **Appendix 2 – Position Description**

**POSITION TITLE:** Vice-President

**PURPOSE OF POSITION:** Act as president in the president's absence and carry out other administrative duties as assigned

### **RESPONSIBILITIES**

Assist the President in any way needed to ensure smooth functioning of the club

Arrange General meeting programs, including presentations by members or others. Programs should be informative, educational, entertaining and of interest to the majority of members.

Act as the club's primary security officer to assure security of club facilities and equipment, including acquisition, reproduction, distribution, retrieval and record-keeping of all keys and locks for shops, cabinets and equipment

Act as the club's primary safety officer, ensure that all Craft Chairpersons, Instructors, Assistants and Monitors understand and practice safe working measures, and regularly review safety programs with them. Convene an annual safety meeting.

Upon leaving office, turn over all keys and key records including green book, to the incoming Vice-President.

### **Appendix 3 – Position Description**

**POSITION TITLE:** Treasurer

**PURPOSE OF POSITION:** Manage the finances of the Sun Lakes Rock, Gem & Silver Club

#### **RESPONSIBILITIES**

Act as the club's financial officer

Manage the club's Operating funds and the receipt and disbursement of all money

Maintain the club books and bank accounts up to date and file any legally required reports or forms with local or state governments

Pay for all expenditures by check. All purchases and expenditures require prior approval by a Craft Chairperson, the President (or Vice-President in the President's absence) or the Board, in accordance with the By-Laws. Issue of a check must be requested on the approval Reimbursement Request, signed by the requester and the person with applicable spending authority. Reimbursement Requests for items already received must be accompanied by invoices or paid receipts noting quantities, unit prices and totals. Requests to issue checks in advance of purchases must provide all pertinent information

Submit a current status report covering club accounts, funds and recent major expenditures at each Board and General meeting

Provide to the Board a monthly income/expense report allocating each income and expense item to the activity to which it applies (e.g. membership, craft, class, function)

Collect at least weekly from each shop drop box, student and member payments for classes and other activities, and record them in the proper accounts

Coordinate with the Membership Coordinator when members place payments for Membership in a drop box, and send the membership applications to the Membership Coordinator to prepare membership cards. Provide forms to the Vice President for distribution in shops.

Is responsible for shop postings, supplying forms and restocking first aid kits.

Upon leaving office, turn over all keys and green book to the incoming Treasurer

## **Appendix 4 – Position Description**

**POSITION TITLE:** Secretary

**PURPOSE OF POSITION:** Generate Board of Directors Meeting Minutes, General Membership Meeting Minutes and official club correspondence, and maintain appropriate files.

### **RESPONSIBILITIES**

Take the minutes at Board of Directors meetings, distribute copies to Board members and maintain a Board of Directors Meeting Minutes file

Take the minutes at General Membership meetings, distribute copies to Board members and to others if requested, and maintain a General Membership Meeting Minutes file

Have available at all meetings copies of the Constitution and By-Laws, the current membership roster and minutes of the current and prior two years' meetings

Prepare club correspondence as requested by the President

Maintain files of correspondence from the current and previous two Secretaries' terms of office and all original correspondence received by the club

Collect and process incoming mail from the club's mailbox at least monthly

Provide to the Publicity and website coordinators information to be communicated to the membership via the internet and email

Upon leaving office, turn over all keys and green book to the incoming Secretary

## **Appendix 5 – Position Description**

**POSITION TITLE:** Class Coordinator

**PURPOSE OF POSITION:** Manage the scheduling of times and locations for instructional classes and open shop periods at all club-managed facilities

### **RESPONSIBILITIES**

Plan class schedules as needed based on terms of instruction during the period of October through May. (Classes will not be offered on a regular basis from June through September.)

With each Craft Chairperson, determine each class to be offered, the facility at which it will be held and the day of the week and 3-hour time slot it will be scheduled

### **GUIDELINES FOR SCHEDULING:**

- Each craft should have a minimum two time slots on the schedule to be used at the instructor's discretion for class, class/open shop, or open shop.
- All crafts should be treated fairly in terms of time-of-day slots provided.
- Crafts should not be allowed to hold a time slot "just in case" if other crafts need the time/space.
- Crafts should be encouraged to schedule evening classes/open shops to accommodate those who still hold full time jobs in the community.

Compile the class/open shop schedule, post copies at each club managed facility and have copies available at Board and General Meetings

Notify Craft Chairperson by e-mail or at Board meetings of available open periods at club managed facilities so that needs for additional classes or open shops can be accommodated

Set up and put away signs/tables and provide sign-up sheets for all classes at each General Meeting to enable members to register

Collaborate with Craft Chairpersons, as needed, to solicit Instructors and Monitors and to ensure that they are qualified and understand their duties and responsibilities. Provide copies of Instructor and Monitor position descriptions and guidelines as needed

Coordinate with the Website Coordinator to have the class/open shop schedule posted on the club's website

Upon leaving office, turn over green book to the incoming Class Coordinator

## **Appendix 6 – Position Description**

**POSITION TITLE:** Craft Chairperson

**PURPOSE OF POSITION:** Manage the planning, development and delivery of instructional classes and open shops for one or more crafts embraced by the club

### **OVERVIEW**

There are five Craft Chairpersons. The individual crafts for which each is responsible are as follows:

- Lapidary: Lapidary I & II, Faceting I & II, Opals and Study of Rocks classes and related Open Shops
- Lost Wax: Lost Wax I & II and classes and related Open Shops
- Silver: Silver I & II, PMC I & II, bracelets and other classes and related Open Shops
- Glass: Stain Glass and Dichroic & fused Glass classes and related Open Shops
- Creative Crafts: Ming Trees, Wire Wrapping, Gourds and Beading classes and related Open Shops

Craft Chair candidates are nominated/elected based upon the skills pertinent to the crafts for which they are responsible, the ability to lead activities related to those crafts and the willingness to spend the time required to carry out the duties.

### **RESPONSIBILITIES**

Manage and be accountable for their crafts' club-controlled facilities and for the possession, issue and return of keys for locked areas under their control. The number of sets of keys issued and available for issue shall be recorded and, when a new Craft Chairperson is elected, the outgoing Chairperson shall convey all keys, green book and records to the incoming Chairperson

Seek new Instructors and Open Shop Monitors and make recommendations to the Board regarding their qualifications for appointment. Ensure that Instructors and Monitors for crafts within their purview are qualified and, if not, initiate remedial action such as training and includes handout and review of position descriptions

Coordinate with Instructors and Monitors to ensure that applicable equipment is in good, safe, working condition, that club-furnished supplies, tools and kits are available, and that class and open shop fees are collected, accounted for a conveyed to the Treasurer

Train Instructors and Monitors to ensure uniformity of instruction and proper, safe use of tools and equipment

Ensure that Instructors and Monitors understand the specific lesson plans and have access to classrooms and equipment; including attending annual safety class

Contact and solicit Instructors and Monitors, coordinate and organize classes and open shop times with the Class Coordinator

Maintain adequate supplies of applicable club-furnished materials, tools and equipment and, with Instructors and Monitors, establish controls to ensure that they are not lost

If deemed appropriate, recommend that the Board appoint an Assistant Craft Chairperson and, if approved, recommend candidates

Research the cost of tools, equipment and supplies for amounts exceeding \$250.00 and prepare, sign and submit purchase requests to the President and Board for approval

Within the authority stated in the By-Laws, approve justified requests for reimbursement of expenses by signing and submitting a Reimbursement Request to the Treasurer, The requestor (the person who suffered the expense) must sign the form



## **Appendix 7 – Position Description**

**POSITION TITLE:** Membership Coordinator

**PURPOSE OF POSITION:** Manage the membership enrollment process including collection of dues and open shop fees and issue member identification cards and rosters

### **RESPONSIBILITIES**

Collect membership dues and open shop fees and deposit money collected in club bank account

Convey collected fees to the Treasurer

Issue member identification cards

Maintain a file of members' signed waivers of liability

Issue a roster of members who have paid dues and open shop fees, update and reissue it monthly (if there are changes), furnish copies to Board members and provide copies to Vice President for distribution in shops

Issue appropriate Open Shop stickers after ensuring that the member has been qualified for that craft, signed a waiver of liability and paid the applicable fees

Upon leaving office, turn over green book to the incoming Membership Coordinator

## **Appendix 8 – Policy**

**POLICY:** Stamps for Open Shops

### **DEFINITIONS**

**Member In Good Standing:** A person who meets membership requirements, is current in payment of club dues, and has signed a Membership Application & Release/Indemnity Agreement for the current club year.

**Qualified:** Eligible to use Open Shops for a specific craft by having successfully completed a club course of instruction or demonstrated to the responsible Chairperson an adequate level of competency for that craft.

**Open Shop Stamp:** An official label, sticker, stamp or symbol applied to a membership card to signify that the member is authorized to use Open Shops for a specific craft during the club year for which the card applies.

### **POLICY**

**Open Shops:** Any person who wishes to use a club Open Shop must be a Member In Good Standing, be qualified in the craft for which the Open Shop is designated and possess a current Open Shop Sticker for that Craft.

**Stamp Fees:** Stamp fees are determined each year by the Board of Directors.

### **PROCEDURE**

**For Open Shops:** If a qualified student wishes to immediately purchase a stamp, the instructor may collect the applicable fee, initial the student's membership card with date and what craft they paid and convey the fee to the Treasurer in the envelop provided in shops making sure that it is filled out completely and correctly. The student may take the membership card to the next General meeting and the Membership Coordinator shall stamp it with the appropriate Open Shop Stamp.

Alternatively, the Membership Coordinator can issue an Open Shop stamp after receiving the designated fee and verifying that requester is both a Member in Good Standing and Qualified for the craft.

## **Appendix 9 – Position Description**

**POSITION TITLE:** Equipment Oversight Manager

**PURPOSE OF POSITION:** Maintain club-owned equipment and tools in all club-sponsored facilities to ensure that it is in good, safe, operation condition

**OVERVIEW:** The Equipment Oversight Manager is nominated/elected based on skills for club-sponsored crafts, broad knowledge of applicable equipment and tools, and willingness to take on responsibility

### **RESPONSIBILITIES**

Inspect the equipment and tools in all club facilities on a regular basis

If an equipment or tool presents a safety hazard, make it unavailable for use and notify affected Craft Chairperson(s)

When an equipment or tool is malfunctioning, or presents a safety hazard:

- Determine if maintenance, repair or replacement is necessary and estimate the cost
- Coordinate with the affected Craft Chairperson(s) to determine action to be taken
- Take prompt remedial action when the affected Craft Chairperson(s) are unavailable or if the equipment/tool deficiency is a safety hazard or is impeding classes or open shops

Plan and manage periodic inventories of equipment and tools

Dispose of unrepairable/unneeded/obsolete equipment and tools by resale, auction, donation or scrap, as approved by the Board

Obtain reimbursement of expenses by submitting Reimbursement Request, with receipts, to the applicable Craft Chairperson or the President for processing

Report on plans, progress, problems and recommended solutions as appropriate

Upon leaving office, return all keys for club facilities, cabinets, drawers, equipment and tools

### **AUTHORITY**

The Equipment Oversight Manager is authorized to:

- Have access to all club facilities, cabinets, drawers, equipment and tools
- Terminate the use of any equipment or tool which is deemed to be in unsafe condition
- Incur expenses up to \$100 for the maintenance, repair and replacement of club owned equipment and tools

## **Appendix 10 – Position Description**

**POSITION TITLE:** Field Trip Coordinator

**PURPOSE OF POSITION:** Manage the planning, development and delivery of field trips to enhance knowledge

### **RESPONSIBILITIES**

Investigate, plan and conduct field trips which are appropriate for the greatest percentage of members, to collect rocks, minerals and fossils and to gain knowledge of subjects related to club interests and activities

Publicize planned field trips via the club website, flyers, announcement at General meetings and media releases

Make exploratory visits to potential sites to determine the likelihood of finding specimens, ease of access, possible safety concerns, transportation needs, routing and availability of food and accommodations

Organize one-day trips to nearby areas, as well as trips of two days or more to distant areas, and schedule them far enough in advance to allow members ample time for planning

Serve as trip leader, or arrange for a substitute, to provide guidance for trip participants

Ensure that all participants have signed the liability release form and paid appropriate fees

Upon completion of field trips, encourage or assist participants to use, process and display collected items and share information or knowledge they gained

Report the results of completed trips and plans for future trips at General meetings

Request reimbursement for exploratory trip or other expenses by submitting a signed Reimbursement Request to the President for approval

## **Appendix 11 – Position Description**

**POSITION TITLE:** Museum Curator

**PURPOSE OF POSITION:** Manage the development and maintenance of displays representing club activities and interests for placement in showcases owned by or assigned to the club by Sun Lakes Homeowners Associations

### **RESPONSIBILITIES**

Furnish creative, quality displays of rock/mineral collections, members' craft work and other items reflecting club activities for exhibit in showcases located in the Cottonwood lapidary shop and other designated Sun Lakes areas

Maintain a system to replace displayed items quarterly, except that items need not be replaced during June through September

Establish a catalogue system to record the receipt, protection, exhibit and return of items, whether owned by the club or loaned by members or others

Obtain or make quality descriptive signs, identification cards and props for displayed items

Place displays in showcases, maintain them in neat, clean condition and check display cases regularly to ensure that lighting is in working order and always turned on (when bulbs need replacement notify the Homeowners Association or maintenance crews)

Represent the club in dealing with Sun Lakes Homeowners' Association managements and outside organizations regarding exhibits, displays and participation in related activities.

As needed, establish an exhibit committee, guide its members, provide information needed to carry out their duties, and ensure that their duties are properly completed

Request reimbursement of expenses incurred

Upon leaving office, turn over all keys to the incoming Museum Curator

## **Appendix 12 – Position Description**

**POSITION TITLE:** Assistant Craft Chairperson

**PURPOSE OF POSITION:** Assist an elected Craft Chairperson to manage the planning, development and delivery of instructional classes and open shops for one or more club-sponsored crafts.

Appointment: Assistant Craft Chairpersons are appointed by the Board based upon skills for one or more club-sponsored crafts, ability to plan, supervise and work with others, willingness to accept responsibility and recommendations by Craft Chairpersons. Appointments are for an indefinite period.

### **RESPONSIBILITIES**

Collaborate with a Craft Chairperson to establish a mutually agreeable set of goals, objectives, expectations and plans to assign or delegate tasks

Strive to develop a working relationship which is harmonious and beneficial to both

Communicate regularly to share ideas, opinions and observations on progress and results

## Appendix 13 – Position Description

**POSITION TITLE:** Instructor

**PURPOSE OF POSITION:** Provide information, knowledge and skills regarding one or more crafts.

**APPOINTMENT:** Instructors are appointed by Craft Chairpersons based upon skills for a craft and willingness to teach those skills to club members.

### RESPONSIBILITIES

When possible, and with the Craft Chair's concurrence, obtain an assistant instructor to help teach

Obtain the latest class sign-up sheet at each General meeting and contact prospective students in order of sign-up, to (1) confirm they are members in good standing, have completed prerequisites and are committed to attend classes, and (2) provide class starting time, location and other pertinent information

Ensure that required equipment, tools, supplies and kits are on hand, or take action to procure them before classes begin, Requests to purchase needed items shall be directed to the Craft Chair

Prior to beginning each session, unlock exterior and interior doors, cabinets and drawers containing required tools and supplies, and turn on lights, water and necessary equipment. Note: Instructors shall not duplicate, loan or transfer keys to others and shall turn them in to the Craft Chair when the teaching commitment is fulfilled

At the beginning of the first class: (1) check that each student has a current membership card (2) collect checks (no cash) for class fees, put them in an envelope with a list of students and put the envelope in the Treasurer's lock box (3) explain class operating requirements, including: signing the shop logbook upon entering and leaving, personal/shop safety, proper handling/care of tools, equipment and materials, procedures in case of emergency

Provide instruction, lectures, demonstrations, assistance, advice and corrective guidance.

During classes, devote full attention to helping students

Oversee the use of equipment, machines and tools and ensure safe working conditions at all times

If an emergency arises during a class, act immediately to prevent or limit injuries and, as soon as possible, notify appropriate agencies (fire, police, medical) and club officials

Prior to ending each session, direct students to clean up and, at closing time, ensure"

- Cleanup has been properly completed and club tools are returned to their places of storage
- Lights, water, machines, and electrical/climatic/other equipment are turned off/readjusted
- All exterior and interior doors, cabinets and drawers are relocked

Notify the Craft Chair of any operational problems, shop deficiencies, or needs for equipment, tools, materials, or supplies by submitting an Equipment/Supplies/Repair/Work Request and, in concert, initiate appropriate action

To recover expenses incurred to conduct classes, complete a Reimbursement Request, attach invoices and receipts, and forward it to the Craft Chair for approval

Upon leaving office, return all keys to locked areas

### **AUTHORITY**

As agents of the club, Instructors are authorized to refuse admittance/enrollment to anyone who lacks necessary credentials, terminate any operation deemed unsafe, and eject anyone who refuses to comply with club rules or Instructor's advice



## **Appendix 14 – Position Description**

**POSITION TITLE:** Open Shop Monitor

**PURPOSE OF POSITION:** Oversee operations during Open Shops for one or more crafts

**APPOINTMENT:** Monitors are appointed by Craft Chairpersons based upon skills for a craft and willingness to oversee operations during Open Shops for that craft

### **RESPONSIBILITIES**

Prior to the beginning of each Open Shop, unlock exterior and interior doors, cabinets and drawers containing required tools and supplies, and turn on lights, water, and necessary equipment

As shop users arrive: check that each has a current membership card and applicable sticker/label/stamp; ensure that they sign the shop logbook; announce that before leaving they must clean up equipment and work areas which they used

Oversee the use of equipment, machines and tools, ensure that users are knowledgeable in their safe, proper handling, and maintain safe working conditions at all times

Assist users and provide advice/corrective guidance as appropriate

Before anyone leaves early (and fifteen minutes prior to closing), direct users to begin clean up and, before each user leaves, check the equipment and work areas which they used. At closing time, ensure that:

- Clean-up has been properly completed
- Club tools are returned to their places of storage
- Lights, water, machines and electrical/climatic/other equipment are turned off/readjusted
- All exterior and interior doors, cabinets & drawers are relocked

If an emergency arises during an Open Shop session, act immediately to prevent or limit injuries and as soon as possible, notify appropriate agencies (fire, patrol, police, medical) and club officials

Notify the Craft Chair of any operational problems, shop deficiencies or needs for equipment, tools, materials or supplies by submitting an Equipment/Supplies/Repair/Work Request

Pursue personal projects only as secondary to helping open shop users

Upon leaving office, return all keys to locked area

### **AUTHORITY**

As agents of the club, Monitors have the full support and authority of the Board of Directors to refuse admittance to anyone who lacks the necessary credentials, terminate any operation deemed unsafe, and eject anyone who refuses to comply with club rules or Monitor's instruction

## Appendix 15 – Position Description

**POSITION TITLE:** Hospitality Coordinator

**PURPOSE OF POSITION:** Plan and manage club's annual holiday party and club picnics

### RESPONSIBILITIES

#### Holiday Party

- Obtain volunteers to assist (a committee is usually necessary), assign tasks (e.g. procurement/sale/distribution of tickets, decorations and center pieces, publicity) and provide guidance and direction to ensure that tasks are carried out properly and in a timely manner
- Confirm the venue (usually a Sun Lakes HOA facility), date and time for the annual holiday party and negotiate with that facility (or another) to set a date and time for the following year
- With the venue's event planner, determine table set-up, food and beverage service and other arrangements
- Develop and present a budget proposal (including estimates for all items, e.g. table/flatware and coverings, decorations, food, beverages) to the Board for approval
- Based upon estimates of the number of attendees and total costs, determine ticket price
- Determine dates and locations for ticket sales
- Collaborate with the Publicity and Website Coordinators to promote the party, announce ticket sale schedules
- Announce pertinent party details at General meetings
- Make or procure table decorations/center pieces to be raffled off at the party
- Submit a Reimbursement Request for out-of-pocket expenses
- Present a summary report to the Board

#### Club Picnic

- Obtain volunteers to assist, assign tasks (e.g., procurement of food, tableware and necessities, publicity, main dish preparation, table set-up) and provide guidance and direction to ensure that tasks are carried out properly and in a timely manner
- Establish the venue (usually within a Sun Lakes HOA area), date and time, one year in advance
- Collaborate with the Publicity and Website Coordinators to promote the picnic and communicate details
- Announce party details at General meetings
- Working within the budget guidelines established by the Board, establish the menu, including the main dish, see volunteers or make assignments for side dishes which members are to bring; and purchase main dish ingredients, table/flatware and related necessities and beverages which will be provided. In addition provide door and game prizes within budget
- Submit a Reimbursement Request for out-of-pocket expenses
- Present a summary report to the Board

## **Appendix 16 – Position Description**

**POSITION TITLE:** Publicity Coordinator

**PURPOSE OF POSITION:** Publicize the club and its activities by providing information, insights and images to members as well as the public; act as the club’s “window to the world”

### **RESPONSIBILITIES**

Communicate and coordinate with the Board and others to gather information about club activities, events, members’ accomplishments, meetings, plans, etc.

Develop articles, notices, press releases and other communications and have them released and published via such media vehicles as local weeklies/monthlies, newspapers, radio and TV

Maintain contact and good relations with appropriate news media to facilitate welcome receipt and proper handling of information releases

Coordinate with media photographers to produce photographs for press releases

Collaborate with the Website Coordinator to share information that should be made available in the club website

## **Appendix 17 – Position Description**

**POSITION TITLE:** Website Coordinator

**PURPOSE OF POSITION:** Manage the club website to ensure that it is a convenient, efficient means of communicating information to members in a timely manner

### **RESPONSIBILITIES**

Communicate and coordinate with the Publicity Coordinator, Board and others to determine information that should be included and retained in the website and to ensure that it is current

Maintain the website to ensure that it is easy to access and use, and that the information it contains is useful and up to date

Recommend/implement website improvements to enhance its utility and value to club members

## **Appendix 18 – Position Description**

**POSITION TITLE:** Raffles Coordinator

**PURPOSE OF POSITION:** Manage the conduct of raffles sponsored by the club

### **RESPONSIBILITIES**

At General Meeting: Put out attendance sheets, 8 x 10 table signs (Raffle, Membership, etc.)

Give attendance sheets to Secretary

Obtain and sell tickets for cash and door prize drawings at General meetings and other occasions

Conduct drawings, award prizes and announce winners (Note: With a “50/50 raffle, 50% of the proceeds shall be earmarked for the club treasury and the remainder divided into two prizes of 60% and 40%).

Forward to the Treasurer all monies received, expense invoices and receipts for processing and recording as appropriate

Annually, at last Board Meeting, give report on total amount received

## Appendix 19 – Policy

### **POLICY: Safety and Security in Club Workshops**

#### **DEFINITIONS**

Club Workshop: A facility operated and managed by the club to provide instruction in the capability to practice lapidary, silver, lost wax, glass, and related crafts

Safety Glasses: Eyeglasses (spectacles) designed to protect eyes from damage or injury.

#### **POLICY**

Individuals present in club workshops should wear safety glasses when craft equipment, tools, or materials are in use, (Note: Safety glasses are available for use at no charge when the workshops are operating.)

#### **SAFETY AND SECURITY GUIDELINES**

##### **Introduction**

In keeping with the club's purpose of offering a variety of volunteer-led classes to educate and develop the artistic abilities of fellow club members for personal enrichment, members work with a variety of equipment, machines, and tools. With this in mind, there is an emphasis on safety. The following pages describe interventions to minimize the potential for injury.

##### **General Safety**

The club operates for members whose dues and fees are paid

A shop monitor or instructor must be present at all times. **All monitors should carry a charged cell phone whenever monitoring the shop. For serious accident or illness call 911. The address of the shop is on the wall near the light switch. Minor accidents can be treated by the individual with items from the first aid kit.**

All members must complete classes in each skill prior to using the equipment and tools needed for that skill or Be checked by an instructor to evaluate skill from previous instruction

The Craft Chair reviews and approves/disapproves a person's skill level to skip requirement to take a beginner's class before open shop privileges.

The craft chair may decide to limit access if someone is working without concerns for safety. Initially the member will be counseled by the monitor/instructor. If the unsafe behavior continues, the instructor/monitor may limit that member's participation in the craft with the approval of the Craft Chair.

Each shop has a log in book. When entering the shop, you must sign in. Print your name legibly and enter date and time of entry and exit, and the purpose of your visit.

Name badges should be worn or available by all present in the shop.

## **Member expectations**

Members will work with a minimum of excess mess and will leave the work area, tools, and machines clean and returned to the proper places.

Make sure the lighting is adequate to accomplish the tasks.

Members are responsible for reporting malfunctioning tools and equipment as soon as detected. They will not continue to work with damaged tools or equipment.

Club members will respect the space and needs of fellow club members who are also working in the shop, allowing fellow members to concentrate.

Members must be alert at all times. Do not work in the shop if tired or preoccupied. If a member is not familiar with a piece of equipment or a procedure, ask the shop monitor or instructor for instructions before you proceed.

Members may only attend open shops and classes during the time assigned to the specific craft.

Non-member visitors may observe members at the discretion of the monitor and instructor. Must be accompanied by a member. There is a limit of one guest per session. Guests may not use any of the equipment or tools. No guests will be under the age of 18. Pets or service animals may be exposed to environmental hazards, dangerous chemicals, or flying objects from being in the shop, therefore the risk to pets or animals should be assessed before being brought into the shops.

Appropriate clothing and protection should be worn when working in the shop.

Eye protection is a **MUST** when working with or near glass, metal, minerals, gourds, and other crafts where materials may chip or become airborne. Protective goggles should be worn in addition to eyeglasses.

Avoid loose clothing and jewelry when using grinders, torches, hot wax, kilns, saws, and other potentially hazardous equipment or materials

Shoes with closed toes should be worn whenever working in a shop

An apron is suggested to protect your clothing

Monitors and instructors

- Will be present throughout lessons and open shops.
- Will know the location of First Aid Kits in the shops where they work.
- Call 911 for injuries requiring more than simple first aid.
- Callers must note and will be required to identify the location of the shop to the 911 operator. Address information is prominently displayed in each shop.
- Know the location of the electric circuit breaker box for their shop. In Oakwood, the monitor must contact Security and the box is outside the shop and locked.
- Have the authority to ask a member to leave if they are not working on the craft assigned to that specific time/shop

It is recommended that all members have current tetanus immunizations. Only authorized people can use the kilns AED locations are: Oakwood – between bathrooms above the water fountain, Cottonwood – in the Golf Pro Shop and Sun Lakes – inside main restaurant.

## **Safety Measures By specific craft**

### **Silver**

- You are responsible for cleaning up the shop when leaving.
- The last 15 minutes of shop time should be devoted to cleanup.
- Tools should be cleaned and returned to their proper places.
- Equipment should be shut off.
- Saws, grinders, polishers, and work stations should be wiped down and clean.
- Wipe up any spills.
- Before leaving turn off the gas tanks and drain gas torches.
- Turn off the water to the lapidary equipment. Wear eye and breathing protection when using equipment.
- Do not remove the ID tags on the solder as each type has a different melting point that the soldered must know when constructing a piece.
- Be careful not to accidentally aim the torch at hoses or other objects when soldering or heating metal for casting. When using the torch NEVER take your eyes off the flame.
- Use caution when handling hot items. Use copper tongs to put items in and out of the pickle pot

### **Lost Wax**

- When buffing or grinding always wear safety goggles,
- Wear a dust mask when buffing. Never buff a chain or an object with a chain or cord attached to it.
- Always wear goggles or glasses when looking at an acetylene torch. Clear glass or plastic are okay.
- Only the instructor or monitor may use oxygen/propane torch. Be careful not to accidentally aim the torch at hoses or other objects when soldering or heating metal for casting.
- When using the torch NEVER take your eyes off the flame.
- Tie long hair back when using an alcohol lamp or buffing.
- Don't put investment (plaster) in the sink as it will cause clogs.
- Be very cautious when hot canisters are removed from the kiln and placed in the centrifuge.
- Give the torch person and canister handler sufficient room to do their jobs.
- Stand away from the spinning centrifuge

### **PMC**

- Only designated instructors and monitors may use the kiln.
- Participants may choose to wear a face mask or respirator when working with granulated charcoal.
- Do not open the kiln until it reaches room temperature.
- Be aware of those working around you and their potential risks

### **Lapidary**



- A shop monitor is there to HELP and must be on duty at all times.
- Be sure lighting is adequate.
- Wear glasses or safety goggles while using machinery.
- Breathing protection as well as sound mitigation devices can be used as an option.
- Be cautious about long sleeves, hair, apron strings and loose fitting clothing.
- Jewelry/watches can possibly be ruined and hazardous.
- Hold project tightly and below the center of the grinding/polishing wheels.
- Confirm that water or oil is adequate for your projects and equipment's protection.
- Never leave machinery while it is still running. (Unless auto-feed is working).
- Double check that stone is secure in the auto-saw vice.
- Use water to drain grinder sludge when it has accumulated.
- Avoid using the outer edge of grinding/polishing wheels.
- Auto-saws should not be opened until the saw blade has stopped.
- FIRST AID supplies are in each shop marked with a Red Cross.
- Be alert at all times!
- Large slab saws, the instructor/monitor should inspect the stone setting in the saw before the saw is turned on insuring sufficient oil is in the slab and trim saws.
- Make sure grinding wheels have water on them when in use.
- Only grind glass on specifically designated wheels.
- Clean thoroughly when finished.
- Qualified members may use any piece of equipment they require for a project with the instructor/monitor's permission.
- Excessive sawing of stones is only permitted in lapidary periods. Turn off water

## **Gourds**

- Safety glasses and dust masks MUST be worn when the inside of a gourd is exposed and being worked on. The inside contains spores which are hazardous to the lungs.
- Rubber/vinyl gloves should be used when dying gourds as it stains and takes several days to fade from your hands.
- Extra care must be taken when using the electric saw when cutting open the gourd.
- Eye protection must be worn when using the saw.
- Extra care should also be used when wood burning and carving.
- Everyone is responsible for cleaning up in the shop and putting away materials before leaving.

## **Fusible, Dichroic, and Stained Glass**

- Practice common sense when working with glass.
- Safety should be uppermost in your mind whenever working with glass.
- Be aware of your surroundings and activities near you. Learn to handle glass so you avoid cuts.
- Use the brush when sweeping the work area.
- Do NOT use your hand.
- For small cuts, use band-aides, anything larger, call 911, making sure to give the address of the shop when you call.
- Know how to use the grinders and other machines correctly.
- If it has been several months since you last used them check with the shop monitor for any changes and to review their use.
- Always wear safety goggles when cutting or grinding glass.
- Avoid eating and drinking around your materials

- Keep hair pulled back and away from your face.
- Don't wear jewelry when opening the kiln or using a grinder.
- Avoid clothing with long loose sleeves.
- We suggest you wear a mask when grinding, using a glass saw, and cutting to prevent breathing in fine glass slivers in the air
- Always wear shoes with closed toes.
- Only designated instructors or monitors can use the kiln.
- Do not open the kiln until it reaches room temperature.
- Be aware of those working around you and their potential risks.
- After sweeping the table, wipe down with a damp paper towel...also the chair seats nearby.

## **Field Trips**

- Wear appropriate clothing, hats, sunglasses, etc. for the weather exposure and environmental (desert) conditions.
- Use appropriate shoes for the rough terrain. Recommend hiking shoes.
- Wear safety gear such as a hard hat, safety glasses, gloves, etc.
- Bring and use tools such as a rock hammer, pick, shovel, chisel, etc. properly and safely to avoid injuring yourself or others around you.
- Bring enough water, food and sun screen.
- Bring a first aid kit and tweezers to remove any cactus needles.
- Use a proper vehicle for the collection site terrain. Ensure you have at least one serviceable properly inflated spare tire and a working car jack.
- Carry a cell telephone and whistle (in case no cell service) to alert others if you need assistance. If you own one, bring a vehicle GPS. If not, bring a compass and map.
- When possible explore / collect with a buddy.
- Retain the Field Trip Leader's cell phone number to notify in case of an emergency.
- Be aware of and take precautions against environmental exposures such as the sun, heat, cold, desert cactus, insects (scorpions, spiders, etc.), and animals (rattlesnakes, bears, etc.)
- These are some common safety recommendations. It is your responsibility to ensure your safety as well as the safety of others near you when using tools or carrying specimens.
- The club does not assume any responsibility for your safety. All field trip participants and leaders need to sign the release form before departing.

## Appendix 20 – Policy

### **POLICY:** Instructors/Monitors Orientation Meetings

#### **Instructors**

#### **Classes**

#### **Scheduling**

- Notify your chairperson if there is a need for scheduling changes. Your chairperson will then notify the class coordinator of your needs. There may or may not be any available time/day to change to.

#### **Class sign-up**

- There will always be a class sign-up sheet at every SLRGS general meeting
- Instructors are to keep and use their sheets for student contacts
- The class coordinator does not keep the monthly sign-up sheets

#### **Instructor record keeping**

- Instructors are required to keep records of who has successfully completed their classes, with the exception of Wire Wrap, Ming Trees, Beading, & the Study of Rocks
- If there is no general meeting scheduled within a week or so, the instructor can sign the back of the student's SLRGS name tag with the name of the class, date of completion and the fee paid. Open shop fees can either be paid at the general meeting or placed in an envelope in the locked wooden box in the shop.

#### **Monitors**

- Are responsible for making sure each member using the open shop has a current membership badge with the appropriate stamp/sticker for the assigned open shop.
- Monitors must be available to help members with their craft and to make sure members are using the equipment properly.
- Pursue personal projects only as secondary to helping open shop participants.
- Fifteen minutes prior to closing ensure users have completed the following:
  - Clean-up has been properly completed
  - Club tools and equipment have been returned to their places of storage
  - Lights, water, machines, climate, electrical and other equipment are turned off and readjusted
  - All interior and exterior doors, cabinets, & drawers are locked
- Make sure that everyone has signed in and out in the attendance book.
- Notify the craft chair of any operational problems, shop deficiencies, or needs for equipment, tools, materials, or supplies
- Notify appropriate agencies (fire, patrol, sheriff, and rescue/medical) and club officials in case of emergency.
- Know where the first aid kit is in your shop and report if it needs restocking.
- Know the location of the fire extinguisher and electrical box in your shop.

- To prevent slips, trips, and falls when spills or materials fall to the floor, clean up as best possible and notify housekeepers with additional cleaning needs.

### **Authority**

- As agents of the club, monitors have the full support and authority of the Board of Directors to refuse a member entering an assigned open shop that does not have a qualified craft monitor in the shop at that time.
- All open shops must have a qualified monitor on site for a member to work on a craft. If a non-assigned craft will disrupt their assigned open shop, the monitor can ask the person to leave whether he/she is a qualified monitor /instructor of the craft.
- The monitor may refuse admittance to anyone who lacks the necessary credentials.
- The monitor may terminate any operation deemed unsafe, and eject anyone who refuses to comply with the club rules or monitor's instructions.

### **Instructor/Monitor Responsibilities**

The following tasks should be completed by instructors and/or monitors when in the shop:

1. Instructors and monitors should arrive at the shop at least 10 minutes before a session is scheduled to begin. All participating in the session must sign the attendance book legibly before and after the session
2. Instructors and monitors will collect fees for classes and materials, place them in a labeled envelope and deposit it in the Treasurers cash box
3. Opening the shop
  - Turn on lights
  - Check and set thermostat for heating & cooling
  - Unlock appropriate cabinets, doors, drawers, & supplies
  - Set out/plug in needed equipment
  - Turn on gas tanks as needed
  - Turn on main water supply for lapidary machines
  - Ensure that the shop is in safety compliance
  - Check that everyone has a current membership card and craft stamp
  - Ensure that everyone signs the workshop attendance log
4. During shop operations
  - Ensure that attendees understand and practice proper safety precautions
  - Ensure that everyone uses equipment/tools safely
  - Assist attendees and provide advice/corrective guidance
  - Give priority to assisting attendees rather than pursuing personal projects
  - If emergency arises, act immediately to prevent/limit injuries and as soon as possible notify the appropriate agencies (fire, patrol, sheriff, and rescue/medical) and club officials in case of emergency. Know where the first aid kit is in your shop and report if it needs restocking. Know the location of the fire extinguisher and electrical box is in your shop.

5. Closing the shop

- Ensure that saws/equipment/tools are turned off, cleaned, secured, and in proper order
- Unplug the pickle pot
- Turn off gas, ensure the gas lines are bled and that gas is not leaking into the air
- Count/put away all equipment, tools, & supplies that were used
- Reset/turn off thermostat for heat/air.
- Lock appropriate cabinets, drawers, equipment
- Turn off main water supplies for lapidary equipment
- Ensure the shop is clean & orderly before leaving
- Turn off the lights
- Sign out
- Ensure that interior and exterior doors are locked & secure

6. Notify craft chair of any operational problems, shop deficiencies, or needs for equipment, tools, materials or supplies by submitting an Equipment/Supplies/Repair Work Request