THE OTTAWA GUILD OF POTTERS

	STANDARDS COMMITTEE CHAIR / EXECUTIVE POSITION **CO-CHAIR-Volunteer Job Description,** **Ottawa Guild of Potters -** Drafted by Bruce Jones
Organization	**The Ottawa Guild of Potters (OGP)** is a non-profit organization to further the knowledge of ceramics and support the work of area potters. Monthly meetings are conducted and workshops and seminars are held. Two sales are held each year. One in the spring (April-May) sometimes along with a juried exhibition(s) and one in the fall (Oct-November). Local charities are supported. A Newsletter is posted monthly to the members. This position description is for a volunteer role that a Guild member takes on.
Position	**Standards Committee Chair**
Function	**Internal/Operational** The Standards Chair functions as a member of the Guild Executive Committee throughout the year.
Requirements	The Standards Chair is expected to attend all Executive Committee meetings (usually 8-10 per year) and participate in group email discussions between meetings and special executive meetings. The Committee's mandate is to ensure that customers buy work that is free from flaws, is food safe, and is authentically made by members. It is tasked to protect the Guild's reputation and to prevent potential unhappiness or legal challenges. The committee must show that 'due diligence' has been taken in this regard to the safety of the public by specific education on hazards, technical data and professionalism. These are enforced in terms of the sale contract, the meeting with new exhibitors and informing our members on these technical matters.
Duties	The Standards Chair and committee are accountable to: - Keep abreast of new technical developments in materials and processes and determine if they impact the Guild and take any measures necessary and to respond to issues as they arise. - Ensure glazes are food safe by lab tests if necessary. Consultation with glaze and stain manufacturers, suppliers and other experts to determine under what conditions the materials are safe to use. Determine safe levels of materials with reference to Health Canada, the World Health Organization or other data. - Educate members to take due diligence in testing their own work.

	- Revise technical items of the sale contract as needed with appropriate wording to address concerns. Insure that the sale contract contains those changes when published. - Ensure the contract has equivalent clauses as other professional sales. - Provide information for the Web Site, Guildforum and Newsletter. Committee Structure: - Primary Liaison: with other committees as required. - Primary Contact: a member of the committee will assume the duties of answering Guild questions. - Submit relevant articles to the Newsletter. - Two Committee members meet with each new exhibitor to make sure their work meets Guild standards. Discuss any problems and inform them of the Standard's Resources on the website such as Pottery Faults-Remedies. Explain the Standards Evaluation Sheets and Procedures and mentor them as needed before the sale. - On the day of the Sale, committee members examine the work on display and remove pots that have a problem. The fault is noted on the evaluation sheet and the potter must meet with a Committee member to have the issue explained, rectified or removed from the sale. Committee members in the Sale continue to perform their duties throughout the sale on their assigned shifts. - Non-Committee members may team up with a Committee member on the sale day inspection as part of the education process and potential of joining the Committee.
Accountability	This position is directly accountable to the President of the Guild and to the membership at large.
Term	Up to a maximum of three years at one time. The Standards Chair is expected to recruit and train a replacement at least 1 year before retiring from this position.
Benefits	Great learning experience of professional practices.
Approval and Review Dates	This job description was drafted April, 2017. It is scheduled to be reviewed in <date>.