



Volunteer Handbook and Agreement

Introduction

Volunteers are essential partners in our mission to preserve and advance the arts of weaving, spinning and dyeing. Volunteers work collaboratively with Guild staff to achieve our common goals.

Volunteers build capacity for the Weavers Guild of Minnesota (WGM). They bring needed skills, connections, insights and resources; they serve as valuable advocates and public relations ambassadors. Volunteers help us create a diverse, equitable, inclusive and accessible environment, so that we can continue to inspire lifelong learning in a non-competitive, multi-generational environment. In return, volunteers may also broaden and refine skills, make new connections, and deepen their appreciation for textile arts while giving back to the community.

Guild staff act as responsible stewards of the skills, energy and time that volunteers bring to our organization. Guild staff identify volunteer opportunities aligned to established strategic goals, create well-defined roles for volunteers, and provide clear expectations. Staff ensure that volunteers are placed in roles that match their skills, talents and interests; staff provides guidance and training to ensure that volunteers have the necessary information and tools to contribute effectively and advance the organization's mission.

WGM is committed to creating the best possible relationship with our volunteers. The information, norms and agreement that follow serve as a foundation for that mutually beneficial relationship.

Steps to Becoming a Volunteer for WGM

1. Review Volunteer Handbook
2. Complete a brief application that includes contact information and emergency contact information
3. Sign the WGM Volunteer Agreement
4. Volunteer Placement with clear description of role, necessary skills and abilities, and timeframe
5. Applicable Orientation and Training

About the Weavers Guild of Minnesota

Vision

The Weavers Guild of Minnesota is a member-driven arts organization offering innovative and high quality programming designed for weavers, spinners, and dyers of all skill levels. We offer opportunities for community and connection based around shared interests.

Mission

Preserving and advancing the arts of weaving, spinning and dyeing.

Core Values

- We believe weaving, spinning and dyeing are fundamental to the human experience and welcome all who are interested in these arts.
- We value and celebrate the rich textile traditions and practices of the past, present and future immigrant, migrant and indigenous communities who we serve.
- We value a diverse and inclusive environment, and aim to serve as an exemplar in our community through equitable and accessible practices.
- We celebrate and respect all individuals from beginners to seasoned artists and craftspersons.
- We value a rich, positive culture that inspires lifelong learning in a non-competitive environment, nurturing a multi-generational community.

Key Facts

- WGM was founded in 1940. Hilma Berglund was among our founding members.
- WGM is one of the oldest and largest weaving, spinning and dyeing guilds in the United States, with over 600 members.
- Membership is open to anyone interested in weaving, spinning or dyeing.
- 30% of members volunteer on behalf of the Guild every year.
- WGM offers more than 100 online and in-person classes every year.
- WGM supports 11 member-led groups organized around a particular aspect or technique of weaving and spinning—or larger themes.

- Our Guild shop sells supplies including yarn for weaving, fiber for spinning and dyeing, books and equipment. We accept donations of good quality items related to weaving and spinning. We re-sell them to raise funds to support our programming and keep useful items out of our landfills.

Celebrate, Welcome and Respect All Individuals

As you volunteer for the Weavers Guild of Minnesota, you directly affect the experience of our members and the wider community we engage. As a volunteer, you have many opportunities to help model and create a rich, positive culture. To that end, volunteers are expected to exhibit the following behaviors to uphold the Guild's culture and norms:

- Be genuine, friendly and greet others warmly.
- Model curiosity. Ask questions and engage in conversation rather than delivering one-sided lectures. Keep jargon at an appropriate level. Questions you can use include:
 - Do you want to hear more about what I'm working on?
 - Have you seen someone spin before?
 - Have you ever used a loom? Who showed you how? What were you making?
 - Is there someone in your family who works with fiber? What do they make?
- Trust that you already know enough. You don't have to be an expert to share your enthusiasm for textile arts and practices.
- Open doors. Spinning, weaving and dyeing will be new to many people you will encounter. Embracing a beginner's mind will help you connect with others on whatever level they are at.
- Pay attention to yourself and others. Respect the personal space of others. Do not touch others or take over their work without their consent. Examples of asking for consent include:
 - Do you mind if I hold the loom while I show you how to do this?
 - Can I show you a trick to doing this?
- Dress comfortably and appropriately for your role. For example, if you are working outside on a cold day, bring warm layers, or if you are helping with a messy task bring clothes that you don't mind getting dirty.
- Serve as an ambassador for WGM. Refrain from promoting your own business while serving as a volunteer for the Guild. Promote the resources available on the Guild website; if there are questions you can't answer, direct them to the Guild (info@weaversGuildmn.org).
- Thank the people you engage with for taking the time to learn and/or for being curious. Welcome them to visit the Guild.

Respectful Workplace and Inclusive Environment

Weavers Guild of Minnesota strives to maintain a respectful workplace and inclusive environment that is free from discrimination, harassment, violence and other offensive behavior. Maintaining this safe, creative and collaborative environment is the shared responsibility of Guild staff and volunteers.

The following are pertinent sections of WGM's policy on workplace behavior related to discrimination and harassment, excerpted from the HR Policies and Employee Handbook. Volunteers are expected to meet these expectations.

EQUAL OPPORTUNITY EMPLOYER; DISCRIMINATION

WGM is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. All employees and applicants will be treated fairly, without regard to race, color, religion, creed, national origin or ancestry, ethnicity, sex, gender (including status as a transgender individual), sexual orientation, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, marital status, status with regard to public assistance, membership or activity in a local commission, familial status, or any other characteristic protected under applicable federal, state, or local law.

All WGM employees--and volunteers--are prohibited from engaging in unlawful discrimination. Requests for reasonable accommodations should be directed to the volunteer's main point of contact at WGM.

HARASSMENT

Unlawful harassment is prohibited. This prohibition applies to all employees, and to the extent WGM has the ability to control their conduct, to volunteers, vendors, or customers. The WGM Executive Committee will establish safeguards against retaliation during an investigation into a harassment complaint.

All WGM employees, other workers, volunteers and representatives (including vendors, customers, and visitors) are prohibited from harassing employees in violation of any local, state or federal laws.

Sexual harassment has been specially defined in state and federal law. Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- *Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment.*
- *Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.*

- *Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.*

Additional examples of prohibited behavior include (please note these are not the only examples):

- Epithets, slurs, negative stereotypes or intimidating or hostile acts, or words that relate to the person's legally protected class.
- Written or graphic material that relates to that person's protected class.
- Violent behavior including the use of physical force, threats of force, intimidation, abuse of power or authority to cause fear or harm.
- Offensive behavior including unwelcome or inappropriate work-related behavior such as angry outbursts, viewing or displaying pornographic materials, inappropriate joking, vulgar obscenities, name-calling, disrespectful language or bullying.

Complaints

Those who have experienced any violations of this policy should report the incident to WGM Co-Chairs or to any member of the WGM Executive Committee as soon as possible. WGM will then take appropriate steps to investigate the incident. To report incidents via email, contact: chairs@weaversguild.mn.org.

Volunteer Services

It is mutually and expressly understood that volunteer services are donated, and that the volunteer is not entitled to and does not expect any present or future salary, wages or other benefits for these services.

Volunteers cannot and shall not enter into contracts or agreements on behalf of the Guild. Volunteers do not issue payment on behalf of the Guild.

The volunteer may, at any time and for whatever reason, decide to stop providing volunteer services to the Guild. Notice of such a decision should be communicated as soon as possible to the volunteer's main point of contact or the WGM Co-Chairs: chairs@weaversguild.mn.org

WGM accepts the services of volunteers with the understanding that such service is at the sole discretion of WGM. Volunteers understand that the organization may, at any time and for whatever reason, decide to end the volunteer relationship.

Training

Volunteers will be provided with tools and training needed to contribute their time and skills effectively. To ensure program and/or project success, volunteers are expected to follow directions to the best of their ability, working in a collaborative spirit with Guild staff and fellow volunteers. Training can include verbal and written direction. Volunteers are encouraged to share questions with the project or program lead.

Confidentiality

As a volunteer for WGM, you may come across confidential information. This could include personal information about members, students, donors or other volunteers. It's important to keep this information private. Do not share it with anyone unless you are authorized to do so. If you have any questions about what information is confidential, please ask your project or program lead.

Intellectual Property

Volunteers assign to the Guild the right, title, and interest in and to any and all ideas, methods, documentation, and all work product, whether or not copyrightable, originating, conceived, or developed, either solely or jointly with others, in connection with volunteer services at the Guild.



Weavers
Guild *of*
Minnesota

Volunteer Agreement

1. I have read and understand the WGM Volunteer Handbook.
2. I agree to comply with the terms and conditions of the Volunteer Handbook
3. I give Weavers Guild of Minnesota permission to use my image in photographs or videos taken during my volunteer service. I understand that these images may be used for promotional, educational or other purposes by Weavers Guild of Minnesota.
4. I agree to hold harmless and reimburse the Weavers Guild of Minnesota from any claims, losses, damages or liabilities arising from my actions or omissions while volunteering

This agreement shall be governed by and understood in accordance with the laws of the State of Minnesota. This agreement covers all expectations between the Guild and its volunteers. It supersedes any other agreement - written or verbal - between the Guild and its volunteers.

Complete this agreement digitally [via this Google Form](#).

-or-

Print and mail (or drop off) a completed copy of this agreement:

Weavers Guild of Minnesota
1011 Washington Ave S
Minneapolis, MN 55415

Name:

Phone:

Email:

Emergency Contact:

Created November 2024

Next review: January 2027