



# Handcrafted Soap Makers Guild, Inc.

## ORGANIZATIONAL POLICY

### Events Calendar

June 30, 2009

The purpose of the Calendar of Events on the HSMG Website is to provide a valuable source of information and resources to Soapmaker and to create good public relations with local and regional soapmakers' gatherings.

The responsibility for the Calendar of Events falls under the Programs and Services Committee. The Programs and Services Committee Chair is responsible for approving or disapproving events submitted for the Calendar. The Chair may, but is not required to, delegate the activity to a volunteer. Requests for events to be listed are submitted through the form provided on the Calendar of Events page.

Local and regional gatherings may be included on the Calendar of Events. The Membership Committee Chair, or a person delegated by her, should post any local or regional gatherings that are not submitted by the gathering themselves. If a local/regional gathering does submit a request themselves, the Membership Committee Chair should be notified so support of this event can be coordinated.

Calendar Events announcing classes may only be approved if the person delivering the class is a current member in good standing of the HSMG. It is the responsibility of the Programs and Services Committee to ensure that the event is being held by a current member.

Calendar Events announcing trade shows, conventions, or other conferences may also be submitted by members for inclusion in the Calendar, contingent upon acceptance by the Programs and Services Committee Chair.

Written by Marie Gale

Approved June 30, 2009 by the  
Board of Directors

History:

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