

Responsibilities of Sponsoring Member

Being a sponsor for a new key member carries certain responsibilities that will help your sponsored member become active and productive in our co-operative. This is an important undertaking, and will require a definite commitment on your part. These are guidelines that the New Key Member Committee set up to help you with the new provisional you plan to sponsor.

Once the student you have sponsored is accepted as a New Provisional, it is your responsibility to:

- 1) Keep in touch with your sponsored member on a regular basis, (at least 6 times during the coming year, but ideally monthly) to assure that they understand their duties and are fulfilling them.
- 2) It is very important that the new provisional feel comfortable to come to you or any member of The New Key Committee and The Mentoring Committee (which you will be a member of) at any time with concerns or questions.
- 3) Remind him/her to keep a log of their activities during their provisional year (classes, workshops, committees attended etc.)
- 4) Go over the Wesleyan Potter's handbook, rules and procedures
- 5) Tell him/her who the officers of the Pottery are and, if possible, introduce them.
- 6) Go over setting and unsetting the alarm. Also tell them what they should do if they set the alarm off by accident.
- 7) Help them with locking and unlocking the Pottery doors, both front and back. As we all know, sometimes the keys don't work well.
- 8) Show them how to lock up the Pottery, which includes: closing windows, shutting off fans (upstairs and downstairs), and checking to be sure all wheels and power strips are off and locking both doors.
- 9) It is especially important they understand the membership requirements with respect to the Annual Sale. Please become aware of what committees have been assigned, what their responsibilities might entail, and offer encouragement during this transitional year. Explain how committees work and go over the ones they are on.

Be sure the new provisional knows how to use all the equipment in your craft.

- **Potters:** You will need to make sure your provisional gets the required training and understands the procedures and responsibilities for supervising Bench time, bisque loading (help them load the first time) glaze making, and bisque kiln firing (help them program the kiln the first time).
- **Jewelers:** You will need to make sure your provisional goes through the required safety training program. They will be asked to help another jeweler with bench time, clean and maintain the studio space, organize jewelry cabinets and that they understand how the jewelry department functions.
- **Weavers:** You will need to make sure your provisional understands how to use all the equipment and how the weaving department functions.