

Glaze Coordinator Duties

1. At the beginning of the new year, develop a new list for glaze mixers, removing members who did not return and add in any new members to the list.
2. Check which glazes need mixing and send out notification to the persons responsible for mixing the glaze
3. Remind members to fill in the glaze record book after mixing a glaze and encourage them to also fill in the glaze record on the website.
4. Check the glaze record book periodically to see if the website record keeping is up to date, or ask for a volunteer to do this.