

Village Quilters Job Description President

Duties of President:

- A.** Outgoing officer shall turn over all books, records or files to their successors.
- B.** Work within the guidelines of this office as set forth in the applicable Job Description as maintained within the Secretary's files.

The President shall:

- a) Preside at all meetings of the Guild and shall be chair of the Executive Board.
- b) Be the chief administrative officer of the Guild and co-ordinate all activities of the Executive Board and Standing Committees.
- c) Be ex-officio member of all committees except any nominating committees.
- d) Be authorized to sign checks of the Guild.
- e) Ensure that an annual audit is performed.
- f) A member and/or committee shall be appointed when an update or review is needed for the Bylaws; however a review shall occur not less than every three years.
- g) Review job descriptions at year end with input from Committee Chairpersons to learn of any changes. Present changes to the board. Forward the revised description to the Web Editor for website update.
- h) A retention policy shall be observed as set forth on the Record Retention Policy Schedule attached and incorporated herein.
- i) Be aware of all Bylaws and Policy & Procedures as they affect all decision making.

Other Duties & Responsibilities:

- Prepare an agenda for both the Board meeting and General Guild meeting to lead the meeting and strive to keep the board and guild meeting pace moving.
- Coordinate and/or keep up-to-date on all committee activities.
- Handle or delegate all incoming requests, communications, e-mails, etc from outside groups, Guilds, etc. U.S. mail addressed to the guild is received at Chota; check at desk for incoming mail.
- Encourage input from all Board members regarding policy, problems etc.

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- Encourage new ideas for member participation and incorporate whenever possible.
- Be aware of all calendar items of activities and/or financial requirements.
- Encourage all incoming officers and Committee Chairs to review the Bylaws, Policies & Procedures and their Job Description. With respect to job descriptions, if needed, to refer any changes/additions to the Secretary for hard copy and website update.
- Promote, oversee, assist and carryout all planned activities of the guild.
- With respect to the retention policy, forward any original record you may have prior to year end, if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.

Advisor (Immediate Past President) Duties:

To follow-up a year as President, the immediate Past President should act as Advisor to the new President and incoming Board. This advice helps to create continuity of action from previous board discussions, actions and/or decisions. The Past President may assist in any activity as requested by the Board or President. In addition, acts as New Member Ambassador (see separate description).