

Village Quilters Job Description Vice President

Duties of Vice 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 Vice-President shall:

- a) Act as aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve.
- b) Be responsible for reservations for the meeting place of the Executive Board, guild meetings, workshops, program classes and any other reservations as required.
- c) Be responsible for securing an alternate meeting place if needed.
- d) Act as Parliamentarian. Understand and be aware of Roberts Rules of Order plus Village Quilters Bylaws, Policies & Procedures and Job Descriptions so advice can be given as needed on rules of order and/or questions of procedure or policy within the Guild structure under the parliamentarian responsibility.
- e) It is expected that the Vice-President will assume the role of the President at the end of the President's term.
- f) Be responsible for keeping an inventory of the assets of the Village Quilters and providing a list of assets to the Secretary; for securing storage of assets and for the loan procedure for these assets.
- g) Coordinate space, room setup, and AV requirements for general meetings.
- h) Appoint all standing committee chairs for the upcoming year as President.
- i) When needed appoint a Nominating Committee for the elected officers.
- j) The Workshop Chairman shall be appointed by the Vice-President by October to allow the committee preparation time for the following year.
- k) A retention policy shall be observed as set forth on the Record Retention Policy Schedule attached and incorporated herein.

Duties & Responsibilities:

- If Vice President in the odd numbered years, then VP should consider, recruit and/or appoint a Quilt Show Chairman prior to mid-year so preliminary work can begin for the following year's Quilt Show.
- If Vice President in the even numbered years, then VP should consider, recruit and/or appoint the Guild Challenge Coordinator so the challenge can be prepared for distribution by the December luncheon or the January Guild meeting.
- Contact the Lutheran Church office and confirm that months meeting setup and other requirements.

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- Be responsible for maintaining the guild calendar as to reservations for any venue needed. No later than October each year, reservation letters or emails for the following year should be forwarded as follows:
 - a) Reservation letter/email to contact at Lutheran church for all guild meeting dates.
 - b) Reservation letter with calendar attachments to Rec. Manager for all needed dates at the Quilt room at Chota Center for activities and board meetings. (Coordinate with Art Guild prior to submitting)
 - c) Work with Luncheon Chair to reserve venue for luncheons in June and December.
- Maintain up-to-date web calendar information by forwarding any updates on time or venue changes for any event to the Web Editor.
- Maintain the portable bulletin board; pass items to Historian if appropriate; keep BB up to date; and rotate items to the stationary bulletin board in the Chota room.
- Update the Quilt room bulletin board; post workshops, programs and several month's current calendars from website.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any other original record you may have to the secretary prior to year end if it is called for in the policy.
- Present any receipts and forms as well as receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.