

Village Quilters Job Description President

Duties According to Village Quilters Bylaws:

Article V; Section 1. The President shall:

- a) Preside at all meetings of the Association and shall be chair of the Executive Board.
- b) Be the chief administrative officer of the Association and co-ordinate all activities of the Executive Board and Standing Committees.
- c) Be ex-officio member of all committees except the Nominating Committee.
- d) Be authorized to sign checks of the Association.
- e) Appoint two (2) members in November to conduct an audit to be completed by the January board meeting.

Policy & Procedures affecting the President's activity:

Administrative:

- a) A committee shall be appointed at the February Executive Board meeting for an annual review of the By-laws.

Indirectly: Be aware of all Bylaws and Policy & Procedures as they affect all decision making.

Also, in connection with a Bylaws review, encourage all new Board and Committee Chairs to review their Job Description and refer any needed changes/additions to the Web Editor with hard copy to the Secretary.

Other Duties & Responsibilities:

- Prepare an agenda for both the Board meeting and General Guild meeting to lead the meeting.
- 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, etc from outside groups, Guilds, etc.
- Encourage input from all Board members regarding policy, problems etc.
- Encourage new ideas for member participation and incorporate whenever possible.
- Be aware of all calendar items.

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 advisor to the Board. The Past President may assist in any activity as requested by the Board or President.

As of September 2008