

Village Quilters Job Description

Vice President

Duties According to Village Quilters Bylaws:

Article V; Section 2: The Vice-President shall:

1. Act as aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve.
2. Be responsible for reservations for the meeting place of the Executive Board, guild meetings, workshops, program classes and any other reservations as required.
3. Be responsible for securing an alternate meeting place if needed.
4. Act as Parliamentarian.
5. It is expected that the Vice-President will assume the role of the President at the end of the President's term.
6. 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.
7. Coordinate space, room setup, and AV requirements for general meetings.
8. Appoint all standing committee chairs for the upcoming year as President.

Policy & Procedures affecting the Vice President's activity:

(f) The Workshop Committee shall be appointed by the Vice-President by October to allow the committee preparation time for the following year.

Other Duties & Responsibilities:

- With respect to item (f) above, you may choose or have the nominating committee recruit a chairman and/or at least a three (3) person team.
- If Vice President in the odd numbered years, then VP needs to consider, recruit and appoint a Quilt Show Chairman mid-year so preliminary work can begin for the following year's Quilt Show.
- If Vice President in the even numbered years, then VP may want to recruit the Quilt Challenge Chair and/or coordinators so challenge can be prepared for distribution by December luncheon or January Guild meeting.
- After Board Meeting, confirm with contact at Lutheran church for that month's meeting as to what may be needed for the setup of the hall.
- Be responsible for maintaining the guild calendar as to reservations for any venue needed. No later than October, reservation letters should be forwarded as follows:
 - a) Reservation letter to Sandy 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. (Coordinate with Art Guild prior to submitting)
 - c) Reservation letter to Rec Manager for all needed dates for Board meetings and/or other small groups in the small meeting room at Chota Center.
 - d) Reservation letter to Deanna Fields at the Yacht Club for the 5th floor and bottom floor for luncheon/meeting in June and December.
- Be responsible for maintaining up-to-date web calendar information by forwarding to Web Editor any updates on venue changes for any event.
- Be responsible for three block exchanges each year. Purchase a focal fabric and (optional) background fabric, then cut and package individual packets. Display completed blocks. Draw winners. Distribute in Jan with March drawing; distribute in May with July drawing; distribute in September with November drawing.
- Collect President's blocks for display in December.
- Be responsible for the roving bulletin board; pass items to Historian; keep BB up to date.
- Be responsible for Quilt room bulletin board; post workshop, programs and several month's current calendars from website.

As of September 2008