

Village Quilters Job Description

E-Bulletin

Standard Duties of Standing Committees & Officers:

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files and signs/sign holders (if responsible for any) to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

Policy & Procedures affecting Job:

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

Duties & Responsibilities:

- ⤴ Seek and/or receive pertinent current information, compose and format text of bulletin; Information may be gathered from the website, double checked and confirmed at the Board meetings. Verify and resolve any discrepancy with Board, Chairs and/or Webmaster.
- ⤴ Remind, or the President may direct, Board or Committee Chairs to forward any current information to the E-Bulletin chair prior to the Board meeting but no later than 7pm of the evening of the board meeting.
- ⤴ Include information for the current month and for at least one upcoming month. It is intended as a monthly reminder of events and announcements and should include links to the Village Quilters website where more detailed information may be posted.

Village Quilters Job Description

E-Bulletin

- ⤴ E-mail the monthly E-Bulletin to all current active members each month just after the monthly Board meeting unless otherwise directed by the Board. It will go by bulk E-mail to the membership list/roster as maintained by the Membership Chair in the Guild email account villagequiltersloudon@gmail.com .
- ⤴ Anyone without a valid email may request a mailed copy of E-bulletin and must supply self-addressed, stamped envelopes for that purpose as directed by board (10/17).
- ⤴ Special Notes:
 - October E-bulletin must state "this is a notice of a meeting to present the slate of officers for the following year and voting will take place at the November Annual meeting". Include the slate of officers in bulletin.
 - November E-Bulletin must state "this is a notice of the Guild Annual meeting where a vote will take place to approve the slate of officers for next year". Restate the slate of officers.