

Village Quilters Job Description

President

Duties according to Village Quilters Bylaws:

Article IV, Section 4.2. Duties of the President. The duties of the President of this Corporation/Guild shall be:

- (a) Subject to the control of the Board of Directors, supervise and control any property and affairs of the Corporation/Guild, and sign with such other Officers as the Board may designate any deeds, notes, mortgages, and written contracts obligating this Corporation/Guild and/or its funds, as he/she is expressly authorized by the Board to sign, execute, and acknowledge on behalf of the Corporation/Guild.
- (b) Take whatever steps necessary to implement the decisions of the board and to perform such other duties usually incident to such office.

Policy & Procedures affecting activity:

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

Duties & Responsibilities:

- Prepare an agenda for both the Board and General Guild meeting; preside at each and strive to keep the pace at both meetings moving; Promote, oversee, assist and carryout all planned activities of the guild for the year; Track status of unfinished business at each successive meeting until completed.
- Coordinate and/or keep up-to-date on all committee activities and act as ex-officio member of all committees.
- U.S. mail addressed to the guild is received at Chota; pickup mail at front desk. Handle or delegate all incoming requests, communications, e-mails, etc from outside groups, Guilds, etc. Treasurer may have already picked up treasurer related mail.
- Ensure an annual audit is performed; work with treasurer to secure auditor(s).
- Be authorized to sign checks of the Guild; change bank signature each January. In December or January, change president signature at bank. The bank requires an original copy of the December minutes printed on Guild letterhead to show an original signature by the secretary. The minutes will state the change from outgoing to incoming officers will be effective on December 31st of the year.
- Encourage input from all Board members regarding policy, problems etc. and encourage new ideas for member participation and incorporate whenever possible.
- Review and be aware of all calendar items of activities and/or financial requirements.
- May make contact by phone or email to welcome new members each month; new member lists will be forwarded from the Membership Chair each month.
- Work within the guidelines of this office as set forth in this job description; Encourage all incoming officers and Committee Chairs to review pertinent Job Descriptions as well as the Bylaws and Resolutions, Policies & Procedures. If needed, remind Board, with respect to job descriptions, to refer any changes/additions to the Secretary for hard copy and website update when final. Prior to that, President may review those changes with that Committee Chair if needed or desired.
- Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board must be requested before incurring the expense. Remind all committee chairs to provide annual budget input if/when requested by the treasurer.

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- Remind all outgoing officers and committee chairs that they shall turn over all books, records or files to their successors.
- 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.
- If you receive any donation items from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer for handling.
- 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. Assist in any way as requested by Board/President.

Calendar Reminders of Annual or Special Activities to be aware of:

Monthly

1. \$ donation to the *Christ our Savior Lutheran Church* for Friday meeting time (Note: may increase by \$50, or another amount approved by the board, if we are using the fellowship hall for the full day with an afternoon activity).
2. VP will be in contact with any venue location as to that month's meeting needs
3. Workshop & Program Hosting chairs will handle signups for workshops, classes etc. as well as other committee chairs overseeing that committee's activities.
4. Treasurer & greeters to monitor collection of Limited Membership fees at meeting entry for those without Full Membership

January

1. Go to current bank to change president signature – see details in text above for info
2. Membership Chair to follow-up with all members that have not renewed dues by end of January and/or at end of February
3. Encourage incoming board and committee members to review the bylaws, policies & procedures and their respective job description
4. Treasurer to handle all federal and state compliance filings including 990N, 1099s, corp annual report, business tax, charitable exemption, sales & use tax etc
5. Website bills due – one for service and one for domain name

February

1. Treasurer to file Errors & Omissions Insurance Premium is due February 16th
2. Treasurer to obtain renewed business license

March

1. Follow-up with Luncheon Chairman as to plans & costs of June luncheon
2. In odd # years, follow-up with Challenge Chair as to status of plans for Guild Challenge at the June luncheon

April

May

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1. In odd # years, encourage VP to choose a Quilt Show Chair to begin work for the following year's Quilt Show. Previous Show Chair might act as Co-chair/advisor
2. In odd # years, encourage VP to choose a Chair for the AQS Ultimate Guild Challenge if activity is ongoing
3. In even # years, encourage VP to choose a Guild Challenge Chair to begin work for the following year's Guild Challenge

June

1. Luncheon / odd years: Guild Challenge Luncheon
2. Luncheon / even years: may be AQS Challenge Luncheon
3. Encourage VP to begin assessing interest in officers & committees for following year

July

August

1. VP to select workshop, hosting and booking committee chairs for following year by October so transition work can begin
2. Select the President's Block for distribution in September
3. Recommendation on dues for following year if an increase is needed. Needs to be presented at Aug meeting for 30 day notice and voted on at September general meeting so any new members in Oct (or renewals) will pay higher fee
4. Remind Committee Chairs and Board about input to Treasurer for Budget

September

1. Treasurer prepares Budget and Projections
2. Liability Insurance Premium due 1st week September
3. Follow-up with Luncheon Chair as to plans & costs for December luncheon

October

1. Board review of Budget and Projections
2. Report nominations of executive board officers to board and guild membership – this is guild 30 day notice prior to November annual meeting vote
3. Treasurer to pay for storage unit

November

1. Encourage VP to have next year's workshop, program booking, & program hosting chairs meet with counterparts to get a good handle on the following year's schedule as January's signups would begin in November
2. Audit committee/person should be retained – work with treasurer to retain or appoint from qualified members
3. Board review Budget and Projections for approval
4. Conduct membership vote on incoming officers at guild meeting
5. Advise membership of approved budget (or no later than Dec meeting) and may see treasurer for their optional review
6. In even # years, follow-up with AQS Challenge Chair as to status of plans for that Challenge at June luncheon or other month is designated for AQS challenge program

December

1. Treasurer to pay fee to Chota Rec Center for copy fees
2. Joint board meeting held to share information and turn over books and records
3. New tradition is for out-going officers to supply a lunch for old & new board members
4. Encourage all new incoming board and committee members to review the bylaws, policies & procedures and their respective job description
5. Treasurer is to complete books after meeting so they can be audited
6. Installation of new board at guild meeting