

Village Quilters Job Description President

Standard Duties of Standing Committees & Officers:

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset 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:

Overview per Bylaws 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.

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Specifically:

- 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 old business at each successive meeting until completed.
- Keep abreast of and help coordinate, if needed, all committee activities and act as ex-officio member of all committees. Share any information regarding Booking so VP may be aware of Booking activity for their year of Presidency.
- Be aware of and respond to Tellico Village POA Board, Recreation Center and TV budgeting activities as well as proposals that may affect the Guild's ability to conduct business. Negotiate with individuals and/or POA Board or committees as necessary to support the Guild's mission. A committee and/or a liaison may be assembled or appointed to remain abreast of these activities. May consider Past President as liaison; that person has knowledge to create continuity.
- New incoming President should notify Chota Activities Director (Larissa) of change in names as President may be invited to Rec Committee (RAC) meetings on a monthly basis; may give limited report on Guild's activities with respect to Community activities.
- Handle or delegate all incoming requests or communications by mail, e-mails, etc from outside groups, Guilds, etc. The Guild's official US mail address is 145 Awohili Drive, Loudon, 37774 (Chota Rec Center); pickup mail at front desk. Treasurer may have already picked up treasurer related mail.
- Ensure an annual audit is performed; coordinate with treasurer to secure auditor(s).
- Be authorized to sign checks of the Guild. In Dec or Jan, incoming President should change "President" signature at bank. Secretary to supply required Minutes documenting change in Officers effective 12/31/xx on letterhead with an original signature.
- Encourage all incoming Officers and Committee Chairs to print and review their pertinent Job Description as well as the Bylaws and Resolutions, Policies & Procedures.
 1. Remind Board members, with respect to job descriptions, to refer any proposed changes/additions to scope of job when they occur to the designated Compliance person for consideration or at least by August of the year so they may be finalized and posted by December 1 of the year
 2. Compliance person will review those changes and update or if job scope changes will review with President and/or VP. If agreed and when finalized, Compliance will create digital copy for Secretary and website update.

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- Acts as main contact for the ZOOM account. Maintain current contact name and email address as this is the person who gets the email from ZOOM when a session is established. Note: the maximum participants will be 300. **See action item in December for updating account information.
- Encourage input from all Board members regarding policy, problems etc. and encourage new ideas for member participation and incorporate whenever possible.
- Encourage VP to take lead in review and development of the Budget for their year of Presidency. President should call for the vote and approval.
- Remind all outgoing officers and committee chairs of duty to turn over all books, records, files or digital files or any other job asset to their successors.
- Review and be aware of all calendar items of activities and/or financial requirements (be aware that this list may not be all inclusive).

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

Monthly

1. \$ donation to *Christ our Savior Lutheran Church* for Friday meeting time (Note: may increase by \$50, or other amount approved by the board, if VQ is 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 their committee's activities.
4. Greeters to monitor collection of Limited Membership fees at meeting entry for those without Full Membership
5. As needed, confer with Treasurer regarding Money Market account vs full treasury balance

January

1. Go to current bank to change president signature – see details in text above for info
2. Outgoing president should have updated the ZOOM contact name and email address; check to make sure it is current.
3. Membership Chair to follow-up with members that have not renewed dues by end of January and/or at end of February
4. Encourage incoming board & committee members to review the bylaws, policies & procedures and their respective job description
5. Treasurer to handle all federal & state compliance filings including 990N, 1099s, Corp annual report, business tax, charitable registration (due June), sales & use tax etc
6. In odd # years, consult with Program Booking to insure AQS challenge is designated as a program in a month in following even # year if activity is ongoing
7. Consider booking a venue for a joint board meeting or luncheon meeting in Dec
8. Treasurer to pay (Webs) website bill this month
9. Annual subscription for ZOOM account will be due
10. Annual subscription for Tellico Life membership will be due

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11. Outgoing president should have updated the ZOOM contact name and email address; check to make sure it is current.

February

1. Treasurer to handle Insurance Premium payments this month
2. Treasurer to obtain renewed business license

March

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

April

May

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 for even # year presentation
3. In even # years, encourage VP to choose a Guild Challenge Chair to begin work for the following year's (odd # year) Guild Challenge

June

1. Luncheon / odd years: Guild Challenge Luncheon
2. Luncheon / even years: chosen theme (may be designated AQS challenge month)
3. Encourage VP to begin assessing interest in officers & committees for next year

July

1. Recommendation on dues for following year if an increase is needed. Needs to be presented by Aug guild meeting for 30 day notice and voted on at Sept general meeting so any new members in Oct (or renewals) will pay higher fee
2. In even # yrs: VP to call for inventory reports by all chairs with care of Guild assets

August

1. VP to select workshop, hosting and booking committee chairs for following year by October so transition work can begin
2. Select & prepare President's Block for distribution in September
3. Remind Committee Chairs and Board about input to Treasurer for Budget
4. If reviewed & approved, announce proposed new dues fee to Guild; Guild vote on fee following month
5. Treasurer to handle payment of website bill for domain name this month
6. Storage unit payment will be due September 1

September

1. Treasurer prepares Budget and Projections
2. Ask VP to take lead in review and development with treasurer
3. Follow-up with Luncheon Chair as to plans & costs for December luncheon

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4. Follow-up with VP as to meeting with Art Guild regarding Chota Room calendar planning and reservations with Chota Activities coordinator/reservations person
5. If dues fee increase announced last month, need membership vote to approve now

October

1. Board review of Budget and Projections with VP taking lead in review
2. Report nominations of executive board officers to board and guild membership – this is guild 30 day notice prior to November annual meeting vote

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 person should be retained – work with treasurer to retain or appoint from qualified members
3. Board review Budget and Projections for approval with VP taking lead in review
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 any other month designated for AQS challenge program

December

1. Treasurer to pay fee to Chota Rec Center for copy fees and coffee (if used)
2. Treasurer should report the next year's approved & acceptable unreceipted amounts for meals from the home for Hosting use for following year
3. Joint board meeting and/or luncheon meeting held to share information and turn over books and records
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 & by end of month so they can be audited
6. Installation of new board at guild meeting – can be formal or informal introduction of the Officers (not a problem if an incoming officer cannot be present)
7. Last action as outgoing President, update the ZOOM account with the incoming President's name and email address for current contact on ZOOM account.
8. Annual subscription for ZOOM account will be due next month
9. Annual subscription for Tellico Life membership will be due next month