

Village Quilters Job Description

Vice President

Duties according to Village Quilters Bylaws:

Article IV, Section 4.3. Duties of the Vice President. The duties of the Vice President of this Corporation/Guild shall be:

(a) In the absence of the President, or in the event of the President's death or inability to act, or at the direction of the President, perform all duties of the President; and when so acting, the Vice President shall have all the powers of and be subjected to all of the limitations upon the President.

(b) Perform such other duties usually incident to such office or as may be assigned by the President or the Board of Directors.

Policy & Procedures affecting activity:

I. Administrative:

1. The Workshop, Program Hosting and Program Booking Chairs shall be appointed by the Vice-President by October to allow time for transition and preparation prior to the following year.

8. The Vice-President has the option of either nominating Officers or forming a nominating committee. The nominating committee shall consist of the Vice-President and two other members from the Guild membership. Nominees must be announced to the membership 30 days prior to the membership annual meeting in November.

Indirectly: See below duty of parliamentarian; be aware of all Resolutions, Policies and Procedures, and Bylaws as reference in duties of parliamentarian.

Duties & Responsibilities:

- ⚡ Act as aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve. It is expected that the Vice-President will assume the role of the President at the end of the President's term.
- ⚡ Act as Parliamentarian. Understand and be aware of Roberts Rules of Order plus Village Quilters Bylaws, Resolutions, Policies & Procedures and Job Descriptions so advice can be given as needed on rules of order and/or questions of procedure or policy within the Guild structure under the parliamentarian responsibility.
- ⚡ Be responsible for reservations for any venue needed for board and guild meetings. Be responsible for securing an alternate meeting place if needed. No later than October each year, a reservation letter, email or other communication should be given with regard to the following year as follows:
 - a) Lutheran church for all guild meeting dates (incl. full day if required-see item c).
 - b) Advise Webmaster of reservations for the meeting place of the Board and guild meetings as required.
 - c) Coordinate if needed with Chair for Luncheon venue reservations whether for church, Yacht Club or other venue.
- ⚡ Coordinate with program hosting, booking, workshop and/or other committee chairs as to needs for guild meeting setup.
- ⚡ Contact the Lutheran Church office and confirm each month's meeting setup and other requirements. Coordinate space, room setup, and AV requirements for general meetings.

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- ✦ Be responsible for gathering any items left after Guild meetings and insuring the space is left clean of items, trash or free items.
- ✦ 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.
- ✦ Maintain the portable bulletin board; pass items to Historian if appropriate; keep bulletin board up to date; and rotate items to the stationary bulletin board in the Chota room. Update the Quilt room bulletin board; post workshops, programs and several month's current calendars from website.
- ✦ If and when needed, appoint a Nominating Committee, if desired, to secure the elected officers. May recruit committee chairs yourself or use Nominating committee to canvas members who may be interested in serving as a committee chairs.
- ✦ The Workshop, Program Hosting and Program Booking Chairs shall be appointed by the Vice-President by October to allow time for transition and preparation prior to the following year. Appoint all other standing committee chairs for the upcoming year as President; each chair should obtain their committee members.
- ✦ If Vice President in the odd numbered years, then VP should consider, recruit and/or appoint a Quilt Show Chairman prior to mid-year so preliminary work can begin for the following year's Quilt Show.
- ✦ If Vice President in the odd numbered years, then VP should consider, recruit and/or appoint an AQS Ultimate Challenge Chair no later than mid-year so work can begin for the following year's AQS Challenge especially if the challenge needs to be prepared and given for a February (even yr#) Guild meeting deadline.
- ✦ If Vice President in the even numbered years, then VP should consider, recruit and/or appoint the Guild Challenge Coordinator so the challenge can be prepared for distribution by the December luncheon or the January Guild meeting for a June deadline.
- ✦ Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- ✦ If you receive any donation items from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer for handling.
- ✦ Outgoing Officer shall turn over all books, records or files to their successors.
- ✦ Provide annual budget input if/when requested by the treasurer. Adhere to the budget approved for this position if any. If additional funds are required, prior approval by the board must be requested before incurring the expense.
- ✦ 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.
- ✦ Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.