

Village Quilters Job Description

Vice 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's 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 4.3. 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.

Specifically:

- Act as aide to President; perform duties as requested/needed. It is expected that the VP will assume the role of President at the end of the Vice President's term.

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- Act as Parliamentarian. Understand and be aware of Roberts Rules of Order plus Village Quilters Bylaws, Resolutions, Policies & Procedures as well as be familiar with the various 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. May consult with the designated Compliance person.
- Responsible for all reservations, changes or cancellations for Chota Room A use. Refer to Calendar Management section below; both Annual Review and monthly:
 - Review, manage and book use of the Room. Except for annual review, changes, cancellations or new request should go through www.schedulepoa.com.
 - Schedule meeting with Art Guild representative no later than September
 - Advise Chota Activities/Reservations Person when VQ calendar is final
 - Advise Webmaster of final reservations for VQ
 - Advise Webmaster with any changes in reservations throughout year
 - If any group, Bee etc notifies VP of a cancellation of room use, see if VQ can redirect the use or if not, notify Recreation Activities/Reservation person of the cancellation so VQ is not responsible for that calendar time
 - Advise Webmaster of cancellations for removal from calendar throughout year
 - Summary: quick look of division/split of days reserved for Art Guild & VQ Guild by agreement should be:
 - Monday 2nd of the month (Quilt has remainder of Mondays)
 - Tuesday ALL including 5th (Quilt has NONE)
 - Wednesday None (Quilt has ALL incl 5th)
 - Thursday None (Quilt has ALL incl 5th except below)
 - *Exception 1: Art gets 1st Thursday of the month ONLY IF it precedes the 1st Friday AND 1st Saturday;*
 - *Exception 2: Art gets Last Thursday of the month ONLY IF it precedes the 1st Friday of the NEXT month*
 - Friday ALL including 5th (Quilt has NONE except below)
 - *Exception 1: Quilt Guild gets the afternoon of the 2nd Friday IF the Quilt Guild has a class scheduled with a professional speaker*
 - Saturday 1st & 5th of the month (Quilt has 2nd, 3rd, 4th except below)
 - *Exception 1: Art gets 2nd Saturday ONLY IF preceded by a 1st Thursday AND 1st Friday of the month due to the 1st Saturday being the 1st day of the month*
 - Sunday None (Quilt has NONE)
 - Adher to all other items and terms within the approved, presiding agreement dated February 11, 2019 between the Art Guild and VQ Guild held in VP and Secretary's books and records; annual review goal is to sink each Guild's calendars according to the division of time per agreement; any other deviation or swap of days needs to be mutually agreed upon and approved by both parties.
- Act as Head Bee Keeper – keep all Bee information current for website placement; facilitate Chota Room A use for any new Bee group that may wish to form; may get request for help on this by the Guild Ambassador.
- Responsible for content & update, if needed, of "Chota Room Use" page on website.

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- Canvas all Committee Chairs at Board to gather needs for guild meeting setup.
- Keeper and provider of the VQ sign holders (19 total). Place sign holders at the appropriate spot you designate or assign for each committee for each meeting. Gather all signs at the end of the meeting. Several committees are consistently in need of designated spots and signs each month such as:
 - Community Service may need 1-3 sign holders
 - Greeters usually need 2 sign holders
 - Hosting usually needs 1 sign holder
 - Material Girls usually need 1 sign holder
 - Workshops usually need 1-2 sign holders
- Responsible for reservations for any venue needed for board and guild meetings and securing an alternate meeting place if needed. No later than October each year, a reservation request in the form of an email or other communication should be given with regard to the following year as follows:
 - a) Lutheran church for all guild meeting dates including any need for use of the Sanctuary (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 with Chair for Luncheon venue reservations whether for the church, Yacht Club or other venue if assistance is requested or needed.
- Notify the Lutheran Church room setup representative via email (phone call clarification if needed) regarding each month's meeting setup and other requirements; copy the church office on email in the event the rep is unavailable. Coordinate space, room setup, and AV requirements for general meetings.
- Responsible for directing a bi-annual inventory and location of all assets of the Village Quilters:
 - If VP in the even # years (just prior to Q-show), call for an inventory before June by directing appropriate Committee Chairs such as Comm. Serv., QOV, Library, Quilt Show and all other Committees that may have care and possession of guild assets to inventory those assets such as fabrics, hard goods, tools, jump drives, computers and report the findings to you in a format and timeframe you desire.
 - Secure storage of assets and for the loan/access procedure for these assets, if allowed and/or needed.
 - Assemble inventory reports, assess if significant assets (long term hard goods, not fabric) have been added (or discarded) which may warrant an increase/decrease in insurance to cover asset loss; if warranted, advise Board and Treasurer of need to increase loss insurance. If agreed and approved, coordinate increase with Treasurer and carrier.
 - Pass inventory reports to Secretary for retention purposes in the event current information is needed for insurance purposes.
- As director of Inventory, be aware VQ is a 1/3-part owner of the wire racks used occasionally for challenges and Q-Shows which are housed at the Community Church;

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owners are Church Crafters, Art Guild and VQ. When needed, call Crafters President and Art Guild President to get status of use and reserve for the time we may need them. It is helpful to do this as early as possible. Aid the Challenge Chairs or Q-Show personnel in arranging transport.

- By policy, to secure the elected officers, VP has the option of either nominating Officers directly or forming a nominating committee. These Nominees for Officers must be announced to membership 30 days prior to voting at the Annual Guild Membership meeting in November.
- VP to recruit all standing committee chairs for the their year in Presidency:
 - VP may directly appoint all Committee Chairs or may use same or new nominating committee to assist, canvas and/or recruit members who may be interested to fill any open Committee Chair positions.
 - VP generally should NOT recruit a committee's members (unless advice is requested by chair); the appointed Chair should recruit their working committee.
 - By policy, 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.
 - VP might consider outgoing President for the position of Guild Ambassador (if they would accept), as this position will allow Past President to use their accumulated experience and knowledge of the Guild to help new or potential new members acclimate to all Guild offerings.
 - VP (during year as VP) may consult with current Booking Chair to keep abreast of those activities with regard to a balance in costs in booking with reference to Budget for their year in Presidency.
 - If VP in the odd # 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. Quilt Show Chair to appoint ALL quilt show committee chairs.
 - If VP in the odd # years, then VP should consider, recruit and/or appoint an AQS Ultimate Guild 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 (mo in even # yr) Guild meeting deadline.
 - If VP in the even # years, then VP should consider, recruit and/or appoint the Guild Challenge Coordinator by mid-year so the challenge can be prepared for distribution by at least the January Guild meeting for a June luncheon deadline.
- Provide annual budget input if/when requested by the Treasurer. VP should take lead in review and approval of proposed budget prepared by Treasurer for their year in Presidency. President will call for vote and approval.
- Maintain bulletin board in Chota room A. Keep updated with several months of website calendar pages for easy member reference. At VP's discretion, may post other pertinent items such as area quilt shows, Quilt Museum information, or other guild information for members information, use and review.
- Responsible for gathering any items left after Guild meetings and insuring the space is left clean of items, trash or free items.

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Calendar Management:

The following is incorporated here but is only a suggestion of one method for managing the calendar – adapt to suit your style to meet the goal – *making sure the calendar accurately reflects VQ's scheduled activities on an on-going basis:*

1. The annual review

- Must be done (by agreement) once a year in September for the upcoming calendar year. It's done to ensure the calendar is set up correctly for the following year.
- Process begins with a meeting with the appropriate Art Guild rep to review and mark the appropriate Art and Quilt days within each month according to the agreement dated February 11, 2019 between the Guilds.
- The calendar is always on a running 12 month schedule so as 1 month ends and drops off another is added at the end of the next 11 months. Auto filling doesn't always reflect actual activities and/or days because of the rotation of days in a month especially if there is a leap year.
- It's helpful to print a copy of the calendar to annotate all activity information, then type all results in an email when it's done. Once the review meeting is done, following are the steps needed:
 - A) Check with Chota Activities Coord/Reservations person (currently Larissa) to reserve a room for the monthly board meeting. The Board meeting may not be in the same room each month – maybe A, B or C. Larissa will give a form anytime from Nov-Dec for reservations - it should immediately be completed and returned to her. She should respond by email with confirmation of reservations.
 - B) The Bee meetings must all be entered on the calendar. It's a good time to send an email to each Bee's contact to insure their information is current, not folded, no change in contact, etc. Some responses will be immediate, some may take a little time and others will require a follow-up call to get a response. Notify Webmaster to make appropriate changes to the Bee webpage. Consolidate any changes into one email.
 - C) Next, annotate the calendar with any Bee corrections. First, go through all the months to make sure the Bees are listed correctly. Sometimes the automated scheduling doesn't reflect the dates properly due to rotation of days in a month (EX. Wanna Bees meet on the 2nd Wed but also meet on the 5th Wed, if there is one - usually will have to add the 5th Wednesday).
 - D) Make note of any documented reservations that are out of the ordinary. (Example: in 2019 VQ gave Art Guild one of VQ's days in October; also, the Rec Center requested one of VQ's days for a Rec Ctr activity).

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- E) Make sure Art Guild has documented the agreed upon dates on their calendar. Review the Art Guild calendar here: <https://www.tellicoartguild.org/agtv-calendar> to assure no conflicts. **NOTE:** Be aware Art Guild calendar footnote indicates "First Thursday, Friday and Saturday of Month: Room A is available on the first Thursday, Friday and Saturday of the month for classes & workshops." **This statement may not be true in every case due to the rotation of days within the month – review the exceptions in the agreement.**
- F) Next, go to the fifth week of the month and identify any dates that don't have activities scheduled. Add Art Guild where appropriate and cull the remaining dates. One or more may be used for Q101. The remaining dates represent a serendipitous opportunity to schedule. Can offer to any group for scheduling, first come, first serve. In a quilt show year, the boutique will likely be happy to have the dates. Otherwise, may consider Quilts of Valor, Bees, Sweatshop, Workshops, or just keep the dates for scheduling during the year. If something is not scheduled, make sure the day accurately reflects no activity so VQ is not ultimately responsible for a day not used.
- G) If nothing is scheduled on a specific date, the date should say Sit-N-Sew or return the date to Facilities Coordinator so VQ is not responsible for a day not used. If something is scheduled for the room, especially any classes or workshops, it should NOT say Sit-N-Sew unless a Bee, class or workshop has authorized VP to have sharing. When done, every day, except Sundays, should have something in it.
- H) Document all of the above in an email to the Webmaster so update to the master calendar can be done. Check with any current Webmaster Chair for the format they may require for data entry. (NOTE: example 2019 Webmaster preferred getting the info listed with the date first, then calendar entry with all entries in chronological order as that's how the updates were done and it made it more systematic)
- I) After Webmaster advises calendar is complete, review and edit if needed otherwise, advise Chota Rec Center Activities Coord/Reservations person (currently Larissa) that the calendar is complete (can be done by email) and ready for the upcoming year. Optimal time to be complete is year end or before. The Rec Center does consult VQ calendar periodically throughout the year so it always needs to be up to date especially if calls are being fielded about use of the room.
- J) Consult with Workshop Chair to advise if there are any 4th Thursdays within any month that are NOT available for use in the upcoming year because of an exception according to the Art/VQ Room agreement or any other reason. Also, may advise if a 5th Thursday IS available for use as stated in (F) above. In addition, advise any other group that may be affected by any 1st & 2nd Saturday exception in rules.

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2. Day-to-day management of the calendar:

Most day to day management is updating workshops as they are scheduled, managing any changes, cancellations and/or any new requests which should be done on www.schedulepoa.com .

- A) Workshop Chair will, periodically, send you schedule details to put on the calendar. Workshop job calls for info to be sent simultaneously to VP and Webmaster (such as photo, class supply list and class description) for the web page. Verify date is correct, available and if info was NOT sent to webmaster, forward the Webpage info to the Webmaster.
- B) During quilt show years, facilitate scheduling, quilt show meetings; add and subtract Boutique "exchanges", sometimes with the webpage info as listed above.
- C) Update the Bee page with any changes any time you make corresponding changes to the calendar.
- D) Chota Activities Coord/Reservations person (currently Larissa) was notified when the calendar was originally finalized. VQ (and Art) calendar is reviewed and used by Chota so it is imperative to advise (Chota & Webmaster) for any cancellations and/or changes to make sure VQ is not showing a reservation when we don't need it.