# **AQG Responsibilities**

Chapter officers must be elected from the chapter membership.

Members-at-large may attend chapter meetings but may not serve as officers of a chapter

Provide a list of officers on the electronic form on the website immediately following Elections and any other reports requested/required by the AQG Board

A Chapter Leadership meeting will be held at least once per fiscal year. Chapter representation at that meeting is mandatory, preferably the Chapter Leadership and the Chapter Treasurer. The Chapter Secretary or Program Leadership is also invited to attend

AQG Task Matrix

* Complete the tasks assigned on the task matrix for the chapter.
* The Task Matrix can be found in this handbook and on the website.

Maintain communications. Submit news and photos to The Patchwork Chatter several times yearly.

# Calico By-Laws Designated Responsibilities

Read, understand, and support Calico By-Laws. (located on the Website)

Engage in appropriate business and conservation of CCU funds.

Membership shall vote on expenditures of three hundred dollars ($300) or more as recommended by the Board of Directors.

The President will preside at all CCU meetings according to “Roberts Rules of Order” and be responsible for representing CCU at AQG.

The President must attend the Annual AQG Chapter Chair Meeting or send a representative.

Ensure Calico has a Community Service Chair, Membership Chair and Nominating Committee.

Return all handbooks, computer files, paper files and any other items pertaining to their position to their successor or the CCU President or Vice President within thirty (30 days at the end of their tenure.

# Conduct First Monday Board Meeting

Send Zoom (or other electronic meeting software) meeting reminder of Board Meeting to Board Members and Chairmans.

Attach the following to the reminder:

* Agenda
	+ Check previous months board minutes for any action items. Include under Old Business in Agenda
	+ Agenda should include
		- Approval of Minutes
		- Financial Report
		- Program Chairman
		- Membership
		- Ways and Means
		- Charity
		- Sunshine
		- New Business
		- Old Business
* Previous Months Minutes
* Other appropriate documents

Conduct Board Meeting according to agenda

# **Conduct Calico 2nd Monday Membership Business Meeting.**

This is designated as the Calico Membership Business Meeting.

Send a meeting reminder and any attachments to “Mail Master” for distribution to current and past members the Friday before the meeting.

These meetings will include the following (not necessarily in this order):

* Finance Report
* Membership Report
* Approval of previous meeting minutes
* Program Announcements
* Membership Announcements
* Fund Raiser Announcements
* Special Events Announcements
* Show and Tell

# Conduct 4th Monday membership meeting.

Send a meeting reminder and attachments to the “Mail Master” for distribution to current and past members the Friday before the meeting.

These meetings will include the following if appropriate (not necessarily in this order):

* Special Announcements
* Show and Tell
* Program Director Presenter

# Newsletter

Collect information for newsletter from Board Members, Chairs and Committees.

Write newsletter for distribution to the members by 10th of the month.

Send copy of newsletter to the “Email Master” for distribution to current and previous members.

Send PDF copy of Newsletter to Webmaster.

Send AQG appropriate sections of the newsletter by the 10th of the month. This document must be in Microsoft Word and sent to newsletter@aqg.org This information is included in the AQG Chatter Newsletter.

Send AQG several pictures of events described in the AQG Newsletter by the 10th of the month. These pictures must be in a separate email from the newsletter, must be in JPG format and sent to newsletter@aqg.org These pictures are included in the AQG Chatter Newsletter