PebbleCreek Quilters Club
President Elect
Job Description

Summary: Engage in activities to obtain a thorough knowledge of club operation with the goal of successful transition to the role of President.

Engage in activities to ensure they have a thorough knowledge of club operations:

- Read documents include: Club History, Bylaws, Policies, and Procedures.
- Attend at least one meeting for each of the committees/committee chairs, and small groups.
- Attend one catering planning meeting with the VP to learn the process of luncheon coordination.
- Assist the President in planning and coordinating board and general meetings.
- Attend the annual meeting for pre scheduling rooms.
- Assist President in submitting annual HOA reports.
- Familiarize yourself with club communications, website use.

Assist the President, Club Officers, and Committee Chairs:

- Serves the President, club officers, committees, and the general membership.
- Learns and helps with the president's duties filling in, as necessary. (Refer to President Job Description.)
- Assist the President with Strategic Planning

Serves as a Visible Leader:

- Regularly participate in education and charity events.
- Greet members at meetings with a focus on integrating new members and their involvement.
- Help identify future leaders.

Coordinates the Annual Spring and Holiday Luncheons:

Refer to the Luncheon Project Form.

Meeting Attendance:

- Attend monthly board meetings. If not able to attend, inform the President in advance and submit any report you may have.
- Attend monthly general meetings. If unable to attend, submit your report.

Other Duties as Assigned:

As a PCQ Board Member, you need to be flexible and responsive to the needs of the club. You are encouraged to share your ideas and volunteer, when possible.

Officer Transition:

Meet your incoming replacement to describe your role, review forms used, provide hardcopies/tools required, and answer any questions.