**PebbleCreek Quilters Club**
**President**
**Job Description**

**Summary:** The club president is responsible for setting and monitoring the goals of the club, presiding over club meetings, appointing and supporting committee chairs, delegating tasks as necessary, recruiting and retaining members, and maintaining regular communication. The president is highly visible and serves as a role model for members.

**Goal setting:**

Goals should be based on the organization Mission Statement: “Our Mission is to promote fellowship among quilters and to initiate quilt programs and workshops. It inspires and shares knowledge and ideas with fellow quilters while creating and distributing various items to local charities. Each member is free to participate in as much or as little of the programs as they wish.”

- Goal setting for results - goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- Monitoring - continuously monitor the club’s progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- Motivating - establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.

**Presiding over Club Meetings:**

<u>Preparation:</u>

- Prepare meeting an Agenda that is organized and able to be accomplished within the designated time frame.
- Schedule preparation meetings to work on items that will take more time but can be presented/approved at the board meeting.
- Review prior meeting minutes for items that need follow-up.
- Meet with officers, committee chairs, appointees, and guests to cover agenda points and current club issues prior to the meeting.
- Develop a good working knowledge of parliamentary procedure.

<u>Presiding:</u>

- Start and end on time.
- Stick to the agenda.
- Adhere to Robert’s Rule of Order.
- Ensure the Vice President is prepared to preside in your absence.

**Appointing and Supporting Board Members and Committee Chairs:**

- Attend as many committee meetings as possible (but let the chair run the meetings).
- Work alongside board members to ensure that they are doing their tasks.
- Make it apparent that you are concerned and accessible.
- Work with the committee chairs on their proposed projects for the coming month.
- Provide education as needed.
- Help solicit additional committee members based on committee needs.

**Delegate Tasks as Necessary:**

1. Club needs, such as equipment maintenance or other tasks, may be appointed by the President.
2. Educate the delegate:
    - Task Scope and Detail
    - Task Frequency
    - Task Documentation or Follow-up
3. Follow-up with the delegate to ensure task completion and provide necessary feedback.

**Recruit and Retain Members:**

- Ensure that the club provides a well-rounded program of activities and projects.
- Ensure that both new and non-rejoining members are contacted
- Promote small groups.

**Communication:**

- Write the weekly newsletter to keep all members informed of club news and activities.
- Send the document to the webmaster by Wednesday weekly for publication every Friday.

**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.

**Officer Transition:**

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