

SMQG Officer Job Descriptions

Executive Board

President

1. Oversees administration and management of the guild.
2. Sits on Executive Board, only voting when a tie occurs with the Executive Board. Has one vote at the general membership meetings.
3. Recommends year's goals, sets all board and meeting agendas, presides at monthly general membership meetings and at board meetings.
4. Works closely with Executive Board members in their duties. Assists committee chairs as needed.
5. Picks up Guild mail on a regular basis or designates a member to do so.
6. Interfaces with other guilds in area, Modern Quilt Guild, and national speakers
7. Co-signer on guild bank account with treasurer. Makes payments if treasurer is not available.
8. Communicates to the Guild on the SMQG website and through guild Gmail account, including changes in schedule, upcoming events, reminders, and other communications.
9. Reviews all Executive Board reports. Oversees and manages Guild archive in Dropbox.
10. Oversees Retreat committee.
11. Files reports for President committees and responsibilities to Guild archive in Dropbox.
12. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Vice-President

1. Sits on Executive Board, voting position, one vote. Stands in for president in his/her absence.
2. Responsible for reviewing guild documents, including by-laws, policies, handbook, and job descriptions. These documents are to be reviewed yearly for edits, updates, corrections, or additions. Vice-president may name an ad hoc committee to assist in this review.
3. Responsible for president's thank you gift at end of year.
4. Oversees Programs and guild quilt show, including participation in area quilt shows, and other committees or positions as requested by the president or the Executive Board.
5. Files Vice-President committee reports to Guild archive in Dropbox.
6. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.
7. At conclusion of Annual meeting, becomes incoming president for the following year.

Treasurer

1. Sits on Executive Board, voting position, one vote. Stands in for president if both president and vice-president are not available.
2. Receives and banks all guild monies.
3. Maintains all guild's financial records, including spreadsheet documentation, bank accounts, tax reports and filings, and budget.
4. Oversees that guild has enough insurance for all events
5. Disperses guild funds as requested or needed.
6. Prepares and presents to Executive Board and general membership monthly financial report to include monies received, monies paid, pending payments, and account balances. Posts approved budget and monthly report to secure site on guild website and to Guild archive in Dropbox.
7. Works with the Membership Chairperson to maintain and updated membership list.
8. Oversees Membership and Fundraising committees, and other committees or positions as requested by the president or the Executive Board.
9. Files reports for Treasurer committees and responsibilities to Guild archive in Dropbox.
10. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Secretary

1. Sits on Executive Board, voting position, one vote. Stands in for president if president, vice-president, and treasurer are not available.
2. Records general membership and board minutes, maintaining guild archive, submits general membership minutes monthly for membership approval, submits board minutes monthly to board for approval. Both sets of monthly minutes are due by the 10th of that month.
3. Takes meeting attendance at both general membership and board meetings and verifies quorum.
4. Oversees Photographer, Publicity, and Website committees, and other committees or positions as requested by the president or the Executive Board.
5. Files reports for Secretary committees and responsibilities to Guild archive in Dropbox.
6. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Member-at-Large (MAL)

1. Serves as a liaison between the community members and the board of directors.
2. Assists fellow board members in their duties and with other tasks as requested by the board.
3. Oversees Festival of Trees, Community Outreach, Hospitality, Holiday Party committees, and other committees or positions as requested by the president or the Executive Board.
4. Files reports for MAL committees and responsibilities to Guild archive in Dropbox.
5. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Committees

Please note that these are committee descriptions and duties, not just the chairperson alone. No one person is expected to do all.

Fundraising

1. Reports to Treasurer
2. Coordinates and manages the fundraising activities assigned by the Executive Board for the fiscal year.
3. Creates, researches, and proposes possible fundraising activities for the guild to the Executive Board.
4. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Membership

1. Reports to Treasurer
2. Promotes guild membership to guests at meetings, retreat, events
3. Promotes guild renewal to current members
4. Updates welcome letter as needed and sends to each new member, along with the instructions for the guild name tag.
5. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Publicity

1. Reports to Secretary
2. Responsible for promoting the guild to the public.
3. Responsible for the guild's internet social media sites, communicating with fellow guilds in the area, researching activities and venues for the guild to be presented.

Website

1. Reports to Secretary
2. Maintains the guild's website, posts to the website pages, replies to inquiries sent in through website.

Programs & Education

1. Reports to Vice-President
2. Oversees Program committee
3. Draws up proposed program list from annual member survey. Add ideas and suggestions from meetings, retreats, events, and other sources
4. Plans speakers and events, including outside speakers.
5. Coordinates and manages all guild programs.
6. Networks with other guilds.
7. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Hospitality

1. Reports to Member-at-Large
2. Coordinates snacks and drinks at General Membership meetings, lecturers, sew-ins, and classes.
3. Holder of the paper goods and hospitality supplies.
4. Plans and promotes annual Holiday Party at December meeting. Can partner with Programs for this event.
5. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Community Service

1. Reports to Member-at-Large
2. Oversees the Community Service Committee
3. Coordinates all Guild charitable sewing, including donated materials and supplies.
4. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.

Festival of Trees

1. Reports to Member-at-Large
2. Coordinates and manages display of guild members' quilts at the bi-annual Festival of Trees, held at the Portsmouth NH nature preserve on even numbered years.

Retreat

1. Reports to President.
2. Oversees the Retreat Committee
3. Utilizes assistance of Retreat Co-Chair and trains her for Chair position. Co-Chair shadows the Chair for current year to learn and then becomes Chair for following year upon closing of current year's retreat.
4. Coordinates the annual retreat with the assistance of the Retreat Committee.
5. Reserves annual retreat site and maintains follow up contact and confirmation with contracted site. Serves as liaison between contracted site and guild.
6. Plans annual retreat, including food, activities, room assignments, equipment and supplies needed, gift bags for participants, contest and drawing prizes, and/or other items as needed.
7. Maintains financial records and budget for retreat, submitting monthly report to Executive Board. Give monthly updates to general membership. Sends out appropriate reminder emails to membership and to attendees.
8. Writes After-Action Report at conclusion of current year to include overview of year, summaries of year's activities and expenses, and recommendations of lessons learned.