

President's Responsibilities

1. Summary description of position responsibilities:

The president of the guild has two main responsibilities: to run the general meetings and to run the executive board meetings. The president should be available to attend these two monthly meetings with few exceptions. The president sets the agenda for the board meetings as well as the general meetings. She should print agendas for each meeting and make copies for her board.

The Guild President writes a monthly article for the Pioneer Press newsletter.

In addition, the president should facilitate the annual budget meeting in which the in-coming board sets the budget for the new year. As a signer on the Guild's checking account (2 signatures required), the president must be available to sign checks as necessary for Guild operations.

As a courtesy, it is suggested that the outgoing and incoming boards be able to meet together to bring about a smooth transition into the new year. The president should facilitate this process.

The president may be called upon to draw the winning Opportunity Quilt drawing ticket.

Lastly, the president will serve as past president for an additional year after her presidency.

Beyond these leadership duties, the president may be called upon to handle disputes or disagreements among Guild members, but generally performs this duty as part of the Executive Board.

2. Approximate time commitment

- a. Weekly – 2 weeks of the month, about 2-3 hours each week to run meetings.
- b. Monthly – ½ hour twice monthly for agenda writing and printing. An additional ½ hour is needed for writing the president's article for the Pioneer Press.

3. Detailed description of tasks/responsibilities:

- a. Yearly tasks – Once yearly facilitation of the annual budget process as well as the suggested meeting to changeover to new officers.
- b. Monthly tasks –
 1. Write an article for the Pioneer Press.
 2. Sort through the mail and disperse the mail to various committee members for their attention.
 3. Facilitate an Executive Board meeting. (Traditionally, fourth Monday night of the month)
 4. Facilitate the General meeting. (First Monday night of the month)
 5. Review Board meeting minutes prior to being sent to newsletter for publication

- c. Other tasks – May be called upon to handle disputes or disagreements among the membership. Because the Guild has a Policy & Procedure document as well as By-Laws, many items that come up can be addressed by the entire Board and resolved within the framework of these two documents. Rarely, future discussion and consideration may have to be given to resolve issues. Every other year these two documents come up for review and revisions may be made to better serve the needs of our general membership.

4. Financial Information

Budget – The guild president has a small budget to be used for incidental expenses that she may incur.

5. Transition

Schedule date to hand off materials to and train incoming member – Since the Guild president has a three-year commitment (Vice President – President – Past President) the President will smoothly transition into the new job with lots of support. Generally during the first general meeting of the year, the gavel is passed to the incoming president and the running of the meeting is turned over to her at that point.

6. Files to maintain

- a. By-laws and Policies and Procedures
- b. Agendas for Board and General meetings
- c. Department of Justice registrations and reports
- d. Reports to the Secretary of State showing change of officers
- e. Quilt Show meeting agendas
- f. Contracts entered into by the guild
- g. Insurance documentation
- h. President's Responsibilities
- i. Facilities information (meeting facility and storage facility)
- j. Banking and software registrations
- k. Web site (log-in information)
- l. Sample letters and Brochures
- m. Miscellaneous (Ex., documentation of issues handled)
- n. President's Yearly Calendar
- o. Budget and Treasurer's reports

7. Recommendations for changing or updating position/committee responsibilities

- a. Schedule regular reports from committee chairs not on the Board (community service, quilt show, etc.)