

Quilters' Sew-ciety – President Elect

Description – Revised 2025

- A. **Organization Relationship:** Active member of the QS Board of Directors
- B. **Term:** First year of a two-year term position, serving as QS President the second year.
- C. **Overview of Responsibilities:**
 - 1. Assist with QS Guild activities and meetings as needed
 - 2. Fill in for the QS President if needed
- D. **Responsibility Details:**
 - 1. Attend Board of Director meetings
 - 2. Be familiar with the Board of Director and Standing Committee positions and their responsibilities
 - 3. Assist the QS Board of Directors and President as requested/needed
 - 4. Assume Board of Director vacancies until a permanent replacement is found
 - 5. Assist in filling any Standing Committee vacancies that may occur during term
 - 6. Secretaries will send Board of Director/Standing Committee members quarterly minutes to the President and President Elect for edits. President/President Elect will email response with approval and/or changes to the secretaries
 - 7. January of each year, conduct yearly audit of QS funds with President and Treasurer. President to schedule date and time.
- E. **Help prepare for the QS quilt show (Even numbered years)**
 - 1. Assist in recruiting a Quilt Show Chair/co-chairs
 - 2. Assist the show chair(s) in filling show committee chair positions as requested.
 - a. Identify raffle quilt chair by the January meeting of the year that precedes the show year. (Example-

2026 quilt show, chairperson in place by January 2025)

- b. Assist in obtaining the quilt show location/contract by the end of the year that precedes the quilt show (see example listed above)
3. Serve as liaison between the quilt show general committee and the Board of Directors
 - a. Attend any scheduled general quilt show meetings
 - b. Relay Show meeting information to Board of Directors and vice versa
 - c. Continue to serve as liaison during your term as President

F. QS Meetings

1. Assist as needed during the QS meeting you attend

G. General

1. Fill in for the QS President if needed
2. Assist the QS President and Treasurer in creating a proposed budget for the coming year.
 - a. Program Chair Budget is approved two years in advance. This allows the time needed for the Program Elect to contract for the next year.
3. Serve as liaison between Standing Committees and the Board of Directors
 - a. Make periodic contact with Standing Committee chairs to ascertain needs/questions that need the Board of Director's attention
 - b. Assist in filling any Standing Committee vacancies that occur during your term

H. Other

1. Maintain a record of all duties completed during your term
2. Prepare a Quilters' Sew-ciety Year-End Report regarding the duties completed.

- a. The original report is kept with the President's record, with a copy of this report kept with the President Elect Records