

Quilters' Sew-ciety –President Elect Description – Revised 2018

Organization Relationship: Active member of the QS Board of Directors

Term: First year of a two-year term position, serving as QS President the second year.

Overview of Responsibilities:

- Assist with QS Guild activities and meetings as needed
- Fill in for the QS President if needed
- Coordinate the construction of the outgoing QS President Quilt

Responsibility Details:

- Attend Board of Director meetings
- Be familiar with the Board of Director and Standing Committee positions and their responsibilities
- Assist the QS Board of Directors and President as requested/needed
- Assume Board of Director vacancies until a permanent replacement is found.
- Assist in filling any Standing Committee vacancies that may occur during term.
- October of each year, President Elect with the assistance of President will obtain a signed contract for the upcoming year meeting location. President Elect should sign the contract. Discuss contract details with President before signing a contract.
- 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.
- January of each year, conduct yearly audit of QS funds with President and Treasurer. President to schedule date and time.

Help prepare for the QS quilt show (Odd numbered years)

- Assist in recruiting a Quilt Show Chair/co-chairs
- Assist the show chair(s) in filling show committee chair positions as requested.
 - Identify raffle quilt chair *by the January meeting of the year that precedes the show year.* (Example-2015 quilt show, chairperson in place by January 2014)
 - Assist in obtaining the quilt show location/contract by the end of the year that precedes the quilt show (see example listed above).
- Serve as liaison between the quilt show general committee and the Board of Directors
 - Attend any scheduled general quilt show meetings
 - Relay Show meeting information to Board of Directors and vice versa
 - Continue to serve as liaison during your term as President

- Assist in securing individuals to fill any Board of Directors vacancies that may occur until a permanent replacement can be found. (I am doing this not the President)

QS Meetings

- Assist as needed during the QS meeting you attend

Other

- Fill in for the QS President if needed
- Assist the QS President and Treasurer in creating a proposed budget for the coming year.
 - Program Chair Budget is approved two years in advance. This allows the time needed for the Program Elect to contract for the next year.
- Serve as liaison between Standing Committees and the Board of Directors.
 - Make periodic contact with Standing Committee chairs to ascertain needs/questions that need the Board of Director's attention.
 - Assist in filling any Standing Committee vacancies that occur during your term.
- Coordinate the construction of the Outgoing President's quilt
- Maintain a record of duties completed during your term.
 - Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed
 - This original report is given to the President under which you served, with a copy of this report kept with the President Elect's records