

Quilters' Sew-ciety –President Description – Revised 2018

Organization Relationship: Active member of the QS Board of Directors

Term: Second year of a two-year term position, with the first year serving as President Elect.

Overview of Responsibilities:

- Assist with QS Guild activities and meetings as needed
- Serve as the QS organizational leader, liaison, etc., as needed
- Create/obtain thank-you gifts for the outgoing Board of Directors and Standing Committee chairs.

Responsibility Details:

- Attend, if possible, scheduled events and/or other QS large group gatherings
- Share summaries of the decisions made by the Board of Director with the QS members
 - Meeting announcements, which include a hard copy for the QS secretary, QS Website, Facebook and Newsletter.
- Maintain contact with the QS President Elect and QS Board of Directors and Standing Committee members
- Submit an article (s) to the QS Newsletter prior to the deadline established by the QS Newsletter Editor (15th of each month)
- Contact Web Manager, Facebook Manager, Newsletter Coordinator, Publicity Coordinator of scheduling changes that affect QS such as inclement weather, church scheduling conflicts, etc., to aid you in distributing the word to members. Contact Church Facility meeting will not be held.
- Maintain contact with the current church/building facility where QS meets
- Review and respond to emails posted to QS on the QS website
- October of each year, assist President Elect in getting a signed contract for the upcoming year meeting location. President Elect should sign the contract as he/she is President the following year.
- Cosign Bank Checking Account and Credit Card for Guild. Maintain a book of checks so if Treasurer not present at meeting, you can write a check out to reimburse the speaker. President or Treasurer will sign a check written out to speaker and give to Program Chair or Program Elect at afternoon meeting if both will not be present for evening meeting so that speaker can be reimbursed at the end of the evening event.
- Maintain a key for the Post Office, Library Cabinets that is needed for the Guild meetings. Facilitators have keys to the church and nursery.

- Secretaries will send Board of Director/Standing Committee 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 Elect and Treasurer. President to schedule date and time.
- Send Board of Director and Standing Committee responsibility updates to Facebook Manager to keep the website with the most up-to-date information.
- If PowerPoint is required with announcements for meetings, ask for a volunteer to put together the PowerPoint and display at meetings.

Board Meetings

- Set the dates/times of the Board of Director meetings
 - The Board of Directors shall hold at least 3-4 meetings during the year, more at the discretion of the President.
 - Communicate this meeting schedule to the Board of Directors. Contact Webmaster and Facebook Editor to add to the Event pages. Send email to BOD.
 - Invite Standing Committee members to these meetings. Remind them only BOD members vote.
 - Even years, review the Board of Directors and Standing Committee responsibilities at the first BOD/SC meeting to see if changes need to be made and approved. This can take a few months to finalize within that year.
 - Odd year, review the Quilter's Sew-ciety by-laws. If changes need made, follow protocol. View "Amendment" section in the By-Laws.
- Preside over the QS Board of Directors meetings
 - Contact the Board of Directors for agenda items needing to be discussed at least one week prior to a scheduled meeting
 - Email out the final meeting agenda prior to the scheduled Board meeting.
- Be familiar with the Robert's Rule of Order and administer them if needed.

General

- Be familiar with all QS Board of Director and Standing Committee positions and their respective responsibilities
- Communicate with the Treasurer throughout the year to be sure the 501c document and other government/tax papers are completed when required.
- Assist in securing individuals to fill any Board of Directors vacancies that may occur until a permanent replacement can be found.
- Oversee the preparation of the upcoming year's QS budget with the QS Treasurer and President Elect.

- Obtain budget related input from other Board of Directors and Standing committee chairs as needed
 - Program Chair Budget is approved two years in advance. This allows the time needed for the Program Elect to contract for the next year.
- Oversee the resolution of any problems or concerns that may arise during this term with the assistance of the Board of Directors as needed.
- Coordinate/obtain thank you gifts for the outgoing Board of Directors/Standing Committee Chairs at the end of your term
- Maintain a record of all duties completed during your term
 - Prepare a Quilter's Sew-ciety Year-End Report regarding the duties completed
 - This original report is kept with the President's record, with a copy of this report kept with the other QS reports.