

Duties of the TBQ Guild President

VOTING MEMBER OF THE EXECUTIVE COMMITTEE

The President:

- Oversees executive board and committee chair positions
- leads the transition into the new year by planning officer/committee training with the incoming President (a transition meeting is held at the end of the year to facilitate)
- prepares an agenda for general membership and Executive Committee meetings
- emails executive board and committee chairs prior to the monthly to ask for announcements for the agenda
- emails agenda to the executive board and committee chairs a day or two prior to the meeting
- presides over monthly general membership meetings
- presides over the Executive Committee meetings which must be held quarterly
- arranges with the Secretary to appoint member(s) to approve minutes
- meets with committees needing the President's input as requested
- gives leadership to the Executive Committee and membership in accordance with TBQ Bylaws, Standing Rules and Policies and Procedures
- submits any proposed Bylaw changes to the Bylaws Chair
- reviews agreements with meeting facility personnel regarding use of equipment, set-up of meetings, use costs
- writes a monthly newsletter article informing membership of the latest TBQ happenings by the 20th of the month before the next meeting
- stays in contact with officers and gives counsel as needed
- keeps a notebook of minutes from Executive Committee and general meetings, Bylaws, responsibilities of officers and committee chairs, correspondence and other pertinent information
- reviews meetings and workshop dates with program chair and facility personnel
- submits completed 'Request for Reimbursement' forms along with the receipts to the Treasurer for expenditures within her budget
- responds to email correspondence from the email address, President@tbq.com or elsewhere

- coordinates with the Secretary and Treasurer to have minutes and Treasurer's reports accessible at the membership table
- attends at least one quilt show or quilt camp meeting
- appoints two people to audit the Treasurer's books
- provides a year-end report of activities, issues, concerns and suggestions to the incoming President in June

Additional Duties of the TBQ Guild President by Month

September

- gives information, when contacted, to past President regarding preferences in quilt style, color, technique, etc., to help plan for the year-end President's quilt
- announces the President's quilt challenge, indication specifications for the quilt
- appoints, in even-numbered years, a quilt show chair for the odd-numbered year show
- appoints, in odd-numbered years, a quilt camp chair for the even-numbered year camp

October

- verifies with Treasurer that the Arizona Corporation Commission Report (due October 8 annually) has been done
- verifies with Vice President that December hostesses are planning for the Christmas party

November

- appoints a member to plan the Opportunity Quilt to be created after the quilt show for the subsequent show

March

- recruits 4 volunteers for the nominating committee where the President acts as advisor, but has no voting position (nominations must be finalized before the April general meeting)
- confirms with Treasurer the PO Box and storage unit(s) rentals are paid

April

- presents nominating committee for announcing slate of nominations and opens the floor to additional nominations
- verifies with the Vice President that July hostesses are preparing the July Birthday Party

May

- verifies liability insurance for guild and officers, and that insurance for quilt frames and bonding is paid by the Treasurer
- corresponds with Treasurer about the proposed budget which the Treasurer presents at the June general meeting
- emails Executive Board and committee chairs with the due date of the ‘End of Year Reports.’ (if changes or additions to latest job descriptions have occurred, they should be included in this report for the incoming chair or officer)
- determines date and location for the transition meeting and luncheon to be attended by outgoing and incoming Executive Board and committee chairs

July

- presents ‘Angel Award’ and ‘Heart and Hand’ pins to deserving members of her choosing and gives gifts to officers and committee chairs
- accounts for all keys for PO Box (2), TBQ storage unit (5), TBQ/MTQ storage unit (2) and passes them to the new President
- provides a year-end report of activities, issues, concerns and suggestions to the incoming President
- leads the group assigned to make the quilt for the incoming President to be presented to her at the completion of her term in June

NOTES

1. Guidelines for choosing members of the minutes approval committees:
 - a. Choose three members from the general membership body to approve the minutes from the general membership meetings. This will provide that there will usually be two of the members attending a particular meeting at any given time.
 - b. The approval committee for the Executive Committee is drawn from a small group, so generally appointing two members is sufficient. Should a member miss an Executive Committee meeting, the President can appoint someone in the interim to approve the minutes.
2. The President should keep a record of income and expenses for the year-end report.

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Treasurer audit committee
Addition duties during a quilt show year
“angel” and “heart and hand” awards
Opportunity quilt overseeing
Overseeing end-of-year reports
Quilt challenge
Is nominating committee in JD
Last bulleted item in JD
Quilt show quilt planning? November bullet