

DeKalb County Quilters' Guild

Board of Directors and Committee Chairs Job Descriptions

President: 2 year term. Principle executive officer of the Guild. Presides over the board and general meetings. Oversees that the decisions of the Board are carried out by the various officers and committee chairs. Helps maintain any records that are currently in place on the guild computer server. Helps oversee any publicity generated by the guild, for the guild, regarding print, social media and radio outlets. Be the guild contact person for any venue the guild uses for monthly meetings. *

1st Vice President-Programs: 2 year term. Second year in office vice president will be responsible for the execution of monthly meeting programs scheduled during the preceding year. Make sure all receipts for speaker and workshop expenses be turned into the treasurer in a timely fashion. Make sure to contact the President in a timely fashion regarding any special seating or other requirements for the monthly meetings. Works with 2nd Vice President- Programs to ensure seamless transition from one program year to another.*

2nd Vice President-Programs: 2 year term. First year in office, with the aid of the board 2nd Vice president will organize a one year and 1st vice president, is responsible for securing all speakers, workshops, or special events held during the monthly meetings for the following year. Negotiating all contracts with speakers and making sure all receipts for program and workshop expenses along with copies of all signed contracts be turned into the treasurer in a timely fashion. First year in office 2nd Vice President-Programs will shadow 1st Vice President-Programs and help in whatever area the 1st Vice President-Programs needs help. This could include meeting set-up, greeting speaker upon arrival to hotel or venue, helping the speaker during the meeting, taking speaker to dinner the night of the engagement etc. After first year in office 2nd Vice President-Programs will move to 1st Vice President-Programs position and be responsible for those duties.*

Vice President-Special Events: 2 year term. Co-ordinate any general membership program that does not fall under the direction of the 1st or 2nd Vice Presidents-Programs direction. In the past this has included the annual guild holiday party, yearly retreat, and salad supper and bus trips. *

Secretary: 2 year term. Record minutes of all board, executive and general meetings. Keep those minutes in a permanent file available for review at any time. Write any special correspondence the board feels needs to be handled and keep copies on file. Be responsible for getting all guild mail from post office box and distributing it to the proper people in a timely fashion. Assist the president in making sure the guild by-laws are properly followed.*

Treasurer: 2 year term. Principle accounting and financial officer of the guild. Will be responsible for keeping the checking and savings accounts in good standing and reporting the balance and activities to the Board. Must keep complete and accurate records for annual reporting to the IRS. Computer and spreadsheet knowledge is recommended.*

Ways and Means: 2 year term. Responsible for planning of all fundraising activities of the guild, including raffle quilts and quilt shows.*

Director-At-Large: 2 year term. Give guidance to the Board of Directors on all guild related matters.*

Committee Chairpersons

Currently we have the following committees. As the guild's needs change so too will our committees.

Generosity:1 year term. Collect and distribute donated items to organizations that the guild membership has decided to support. **

Membership: 1 year term. Collect annual dues and guest fees at every monthly guild meeting. Maintain all records of current and new guild members. Report to the Board of Directors, Newsletter and Website/Social Media Chairpersons any changes made to the membership roster. Review and suggest new additions or exclusions to the annual membership application. Forward any and all monies collected to the Treasurer. **

Quilt Show: 2 year term. Oversee all aspects of the planning and execution of the guild bi-annual quilt show. **

Newsletter/Social Media: 1 year term. Prepare and distribute a monthly newsletter to the membership. If ads are placed in the newsletter, be responsible to forward any and all monies to the Treasurer. May also be asked to help the Website/Social Media Chairperson regarding news releases involving guild activities. **

Website/Social Media: 1 year term. Maintain guild website and update in a timely manner. Update all guild social media platforms such as Facebook, Pinterest, and Twitter etc. May also be required to contact print outlets and radio for news releases regarding guild activities. May also be asked to help the Newsletter Chairperson regarding the content and distribution of the guild newsletter. **

Nominations:1 year term. Oversee all aspects of the planning and execution of Guild elections, which are held at the annual April meeting as set by the Guild by-laws. **

* Attendance required at all Board and Executive meetings. Monthly reports are strongly advised.

** Attendance recommended but not required at monthly Board meetings. Monthly reports are suggested along with updates to be posted in the newsletter.