

# **Arnprior District Quilters' Guild**

## **Position Duties**

### PRESIDENT

Lead by providing oversight to the Executive members of day to day business of the Guild ensuring that the guild's objectives are met. Duties include:prepare agendas and preside over monthly meetings of the Executive and Guild.

- schedule meetings as required; some meetings may be remote;
- request monthly status reports from the committee chairs;
- be an ex-officio member of all committees except the Nominating Committee;
- sign contracts on behalf of the Guild;
- provide monthly content for the newsletter in publish ready format;
- Issue an annual President's Challenge

### VICE PRESIDENT

Shall perform the duties of the President in their absence, and lead the Guild Charitable activities. Some other duties include:

- direct and coordinate all draws, raffles and contests in cooperation with the Program Chair;
- coordinate Charity workshops & Special Events approved by the Executive;
- ensure that a guild member is present at each Charity workshop to unlock doors, and setup;
- assist all Executive members when required;
- provide newsletter content in publish ready format of monthly Guild Charity updates.
- the charity responsibilities are ideally shared with a team;
- coordinate new community activities and annual activities, (example of annual activities are: preemie quilts, Meals on Wheels place-mats, Xmas bags for the Arnprior Foodbank.

### SECRETARY

Shall - record minutes of Guild business at all meetings in electronic format. Some other duties include:

- document attendance at Executive meetings and ask for approval of Executive meeting notes;
- send invite to Executive meeting and request agenda items to be discussed;
- coordinate Executive action items, ensure they are followed up, and completed;

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- ensure an electronic copy of monthly minutes are distributed to Executive members before the next meeting, and a copy archived for historical purposes;
- provide the incoming secretary with a copy of printed minutes.

### **TREASURER**

Shall keep accurate and complete accounts of all of the Guild's financial business. Some of these duties include:

- receive and deposit all monies from member fees in the Guild's trust;
- invoice and receive revenue from the newsletter advertisements in coordination with the Communications Chair;
- pay bills required to run the Guild business with approval from Executive for any new expenses;
- provide a monthly finance report at Executive meetings
- prepare a current Balance Sheet and Statement of Income and Expenses for Executive review prior to the May Annual General Meeting;
- maintain the bank account with signing authorities in place;
- maintain a petty cash;
- prepare an annual budget for the incoming Executive members with Guild expenses.

### **DUTIES OF COMMITTEE CHAIRS**

#### **MEMBERSHIP CHAIR**

Encourage and facilitate the enrollment of new members.

Some of these duties include.

- order name tags;
- welcome new members, and offer guidance;
- develop and provide an Information package for new members
- organize a campaign annually to encourage renewal of membership, and encourage early renewal in the Spring;
- record and keep an up-to-date electronic email and spreadsheet records of all members;
- Distribute membership list to guild members in a secure and safe format (e.g. printed);
- Maintain the guild member groups (assign each member to a group) which are responsible for in person meeting setups;
- maintain a resource file of the talents members possess to help out with future Guild events or shows.

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### **PROGRAM CHAIR**

Responsible for meeting the Guild programs objectives as presented at the meetings, and special events;

- direct and coordinate the monthly activities & update Executive members monthly;
- identify and contact guest speakers, and arrange contracts for services. maintain a list of possible future speakers;
- coordinate and organize annual Guild challenges, and prizes;
- prepare communications (in publish ready format) of upcoming meetings and activities, workshops, and speakers in the newsletter, and for web site;
- ensure that a guild member is present at each workshop to unlock doors, setup, and help teacher/presenter when needed;
- coordinate workshops, and retreats, collecting all moneys in coordination with the Treasurer;
- direct the activities of group members for meeting setup, refreshments, and other activities when required.
- Lead a team to share and assist with the Program activity responsibilities;
- types of activities the Program group would coordinate include, but not limited to this list are: meeting speakers, learning demos, shops demos, show and tell, block of the month, educational meeting workshops, retreats, 50/50 and basket draws, etc.

### **LIBRARY CHAIR**

Shall be responsible for the running of the lending library. Some of these duties include:

- purchasing new books and magazines within an annual budget;
- culling library books, selling donated books or magazines;
- promoting new books in the newsletter;
- providing a library activity for each meeting; ie: draw prize or guess the number of pages.

### **COMMUNICATIONS CHAIR**

Facilitate communication between the Executive and guild members, with prospective guild members, and anyone with an interest in guild activities. Communication is primarily digitally through the web site, monthly newsletters, email, and social media.

- Maintains and manages the guild's digital platforms;

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- Posts web site content provided by Board members, ensuring consistency across the web site content;
- Responsible for the monthly newsletters that include content provided by Executives;
- Secure advertisers for the newsletters and maintain a record of the advertising fee structure;
- Monitors the guild email account, and general communications with the guild members;
- Provide updates at Executive meetings, to the newsletter and the web site content as required;
- Coordinates the activities of the guild photographer.