



ARTICLE IX: DUTIES OF OFFICERS

The President shall:

1. Oversee the smooth running of the entire Guild to ensure its mission and purpose is being followed.
 - a. Work to maintain positive relationships within the group.
 - b. Address and respond to issues with job, duty or behavioral issues within the group. Alleviate or reassign duties or jobs as appropriate.
 - c. See that the Board and committee chairpersons are completing their duties.
 - d. Plan and carry out team building activities for board members to get to know each other better.
 - e. Plan and carry out activities for board members to refine their duties.
 - f. Assist Board members and committee chairmen with notebooks and important files to keep.
 - g. Be familiar with, understand, and adhere to all the bylaws. See that Board and committees adhere to bylaws and general policies. Plan and carry out activities for board members to rehearse their duties with others and memorize parts of bylaws.
 - h. Serve as a leader for short and long-term planning for the organization.
 - i. Promote programs that support the Guild modern quilting mission and are financially responsible.

2. Preside at all General, Special, and Board meetings.
 - a. Create an agenda for the Board meeting, approximately 7 days ahead of scheduled meetings.
 - b. Create an agenda for each general meeting to be brought to the Board meetings for review and finalization.
 - c. Promote and keep the Board informed of the status of the organization's finances, programs, and future plans.
 - d. Preside over all Board meetings and general meetings. If unable to attend, appoint a representative as far ahead as possible.
 - e. Schedule meeting locations for the following year. When changes arise, make arrangements for alternative options and tell board members and general membership as soon as possible.
 - f. Have Board review bylaws and policies every other year or when needed.
 - g. Review minutes received from the secretary prior to distribution and posting on the website.



- I. Oversee organization and revisions of the Google Drive files yearly or as needed.
 - m. Oversee thank you notes to guest presenters. Create thank you notes for board members and chairpersons at year-end.
5. Be a cosigner with the Treasurer for the Guild bank account for the purpose of dispersing funds if the Treasurer is unavailable.
 - a. Review monthly financial records for accuracy.
 - b. Verify membership list for accuracy as it is updated.
 - c. Appoint audit committee in October and oversee their presentation in November to assure completed and accurate financial records.
 - d. Facilitate the finance presentation by the treasurer at the March meeting.
 - e. See that all state reporting requirements are met. Be familiar with all non-profit laws.
 - f. Oversee the treasurer filing of insurance through SCCQG.
 - g. Oversee the treasurer filing the MQG membership renewal.
 - h. Sign speaker and workshop contracts.
 - i. Keep copies of the non-profit status and insurance.

Estimated Time Monthly: 3 Hrs not including special events or meetings