

Duties of the President

Oahu Modern Quilt Guild

Rev. 8/21/2014

- Preside at all general and board meetings of the guild and represent guild as needed
- Co-sign checks
- See that recommendations of the board are submitted to the general membership for consideration
- See that board recommendations approved by the general membership are carried out
- Keep membership informed of board actions
- Be an ex-officio member of all committees, except the nominating committee
- Appoint such other officers or committees, standing or special, as the guild membership or the board shall deem necessary to carry on the work of the guild
- Update job description and present to Vice President of Communications NLT 1 December each year
- Prepare after action report and present to President NLT 1 December

Duties of the Vice President of Programming Oahu Modern Quilt Guild

Rev. 8/21/2014

- Coordinate reserving meeting spaces for general meetings and special events
- Program planning for meetings and special events
 - Plan themes
 - Schedule visitors
 - Manage time for meetings
 - Manage committees for planning meetings to include challenge, swap, education, and guests
 - Develop meeting agendas
- Plan and implement challenges, swaps, exchanges, and other events held during meetings that coincide with the meeting theme
- Preside over Special Events and Community Service Committees
- Coordinate with President, board members, and committees for meeting announcements and programs
- Report to the Board on a monthly basis about planned programs and budget requirements for meetings and events
- Serve as a voting member on the Executive Board
- Perform duties of President when absent
- Attend budget meetings and submit necessary reports
- With consent and approval of Executive Board, assume Presidency if the President is unable to complete the full term of office
- Update job description and present to Vice President of Communications NLT 1 December
- Prepare an after action report and present to President NLT 1 December
- Preside over monthly meetings in the absence of the President

Duties of the VP of Communications

Oahu Modern Quilt Guild

Rev. 9/14/2015

- Maintain order in general and executive board meetings
- Direct changes to by-laws and present to membership for vote
- Prepare agendas for general and board meetings
- Preside over election process and related committee(s)
- Submit copies of Executive Officer duties to the Secretary for archiving
- Website admin
- Guild library system admin, preside over guild library committee
- Facebook group and public page admin
- Post announcements, events, and other info to various channels, including Facebook, website, email newsletter, and print newspapers
- Update job description and present to Vice President of Communications NLT 1 December
- Prepare an after action report and present to President NLT 1 December

Duties of the Secretary

Oahu Modern Quilt Guild

Rev. 9/15/2015

- Responsible for legal documentation of non-profit status
- Provide sign-in sheet for general meetings
- Record minutes for general meetings and Executive Board meetings
 - Date, time, and location of meeting
 - Number in attendance
 - Items discussed
 - Committee reports
- Prepare minutes and submit to Executive Board for approval
- Post minutes to the closed Facebook group page
- Maintains membership records
 - Source and order member name tags
- Bring an up-to-date copy of the by-laws to all meetings
- In the absence of the President and VP of Programming, the Secretary will call the meeting to order and preside over meeting until a temporary chairperson is elected
- Update job description and present to Vice President of Communications NLT 1 December
- Prepare an after action report and present to President NLT 1 December

Duties of the Treasurer

Oahu Modern Quilt Guild

Rev. 9/15/2015

- Co-sign checks
- Receive payments and deposit into guild bank account
- Pay bills and reimbursements associated with the operation of the guild
- Maintain financial records
- Preside over membership committee
- Submit annual full financial report to the Executive Board and membership
- Present brief financial reports monthly at Membership and Executive Board meetings
- Provide quarterly reports to the board showing current budget status
- Update job description and present to Vice President of Communications NLT 1 December
- Prepare an after action report and present to President NLT 1 December