



SPECIFIC DUTIES OF THE EXECUTIVE COMMITTEE

Revised

May 2019

Specific Duties of the Executive Committee

Executive Committee Duties – the Executive Committee shall:

- a) (remove - the Executive Committee shall) be responsible for the business and administration of the guild
- b) (remove - the Executive Committee shall) have the power to make recommendations to amend or alter the constitution or by-laws of the guild and advise the members of the same
- c) prepare (and approve) an annual budget for the projected year from data received from various committee chairpersons. Each Committee Chair shall have an approved budget. Any further expense must be approved at the Executive level
(remove - d) approves the expenditures of the committees)

Officers

President – within the jurisdiction of the guild shall have the powers to:

- a) sign as a signing officer for the guild
- b) review (with the Vice-President) the guild finances before the year-end financial statement is presented
- c) call executive committee meetings
- d) preside at all meetings
(remove e) - exercise the powers of the executive committee in the case of an emergency
- e) delegate responsibility for setting up at meeting, i.e. opening, closing, set-up and liaison with the venue (remove – assume responsibility for the meeting place)
(remove g) - appoint chairpersons for all committees)

Vice-President - in the absence of the President, or in the event of an inability to act, the Vice-President shall have and exercise all the powers of the President. The VP shall:

- a) perform all duties as designated by the President
- b) review (with the President) the guild finances before the year-end financial statement is presented
(remove c) - have the authority to enforce the by-laws and guidelines established by the guild)
- c) introduce guests, organize show and tell at monthly meetings
- d) send cards to sick and/or bereaved members
- e) liaise with the Canadian Quilter Association (remove – magazine)
(remove g) - recruit a member to set up a display at the public library showcase in April.

Secretary

- a) perform all general secretarial duties
- b) receive and distribute all mail (post office box and guild email account)
- c) completed minutes of (remove the word previous) meeting to be emailed to the membership via Web Manager Chairperson and have minutes available at the following meeting (remove - which may be read aloud at the discretion of the president)

Treasurer

- a) the treasurer shall keep a record of all monies received and disbursed, shall deposit all monies in the bank, and shall ensure that all disbursements are made by cheque, upon receiving a receipt or invoice
- b) the treasurer shall issue receipts for all monies received
- c) provide, at each guild meeting, a report of the guild's financial status & post
- d) provide an annual year-end financial statement
- e) collate budget data (revenue and expenses) submitted by Committee Chairpersons monthly

Past President, Honorary President and a Founding Member

- a) may participate in the operation of the guild

Standing Committees

General Duties for all Committees

- a) Chairpersons to submit monthly expense reports to the Treasurer.
- b) Chairpersons to provide verbal updates at scheduled meetings.
- c) Chairpersons to ensure detailed procedure documents are prepared and updated, as required, to facilitate consistency in the transition to new Committee members.

Advertising

- a) comprised of a chairperson
- b) approaches current and potential businesses (in July/August) of their plans to advertise in the newsletter
- c) advises Newsletter editor of advertiser's details (size of ad and frequency).
- d) sends invoices to advertisers
(remove d) maintains accurate records of all transactions including financial)
- e) sees that the newsletter is distributed to the advertisers

Archives

- a) comprised of a chairperson and ideally one assistant
- b) maintains a record of guild activities
- c) takes pictures at meetings, guild events and of new members
- d) stores archive materials

Greeting

- a) comprised of a chairperson and ideally two assistants
- b) chairperson shall greet new people at the door
- c) assistants shall show new people to the meeting room, etc.
- d) chairperson shall give show & tell list, guests & new member list to the Vice-President before the meeting starts, for announcement at the meeting, then make sure it goes to the membership chairperson at the end of the meeting

Helping Hands

- a) comprised of a chairperson and ideally two assistants
- b) purchases supplies e.g. cutters, blades, batting, labels
- c) arranges for a meeting space and time of meetings, and pay rent
- d) organizes fabric donations for quality control and completion of projects to be donated
- e) selects recipients, with the input from the executive, for the completed projects
- f) arranges for delivery of the projects to be donated
- (remove
- g) once per year, two + executive members will do inventory with helping hands at a mutually agreed time
- h) the chairperson will make necessary arrangements to have supplies available for inventory check
- i) follows the guild criteria, as set out by the executive, for quality control and size)

Hospitality

- a) comprised of a chairperson and ideally four assistants
- b) organizes refreshments for all meetings
- c) makes all arrangements for December and June luncheons

Library

- a) comprised of a chairperson and ideally three assistants
- b) display library materials during monthly meetings and store library materials in cupboard provided (remove - sets-up and stores library materials in cupboard provided)
- c) be present at table to help members with returning and signing out materials
- d) purchases new books and magazine subscriptions and gives list to Newsletter Chairperson (remove – person)
- e) controls inventory with regards to space available

Membership

- a) comprised of a chairperson and ideally two assistants
- b) collects dues and gives monies to treasurer
(remove c) - reports on membership status)
- c) submits a list of new members to Newsletter Committee Chairperson, Web Manager Committee Chairperson, President and Secretary, as they occur
- d) maintains current list of members' address and contact information and supplies an up-to-date membership list to paid up members each fall and other times as required
- e) provides Welcome Package with membership list, executive list, and constitution

- f) prepares attendance sheets for members & guests at each meeting

Newsletter

- a) comprised of the editor and ideally one assistant
- b) publishes a newsletter on a regular basis
- c) sees that the newsletter is distributed to the current membership (removed - and advertisers)
- d) sees that the newsletter is given to the **Web Manager Committee Chairperson for distribution to current membership**
- e) **send newsletter to (remove - prints labels for)** members requiring a mailed newsletter

Nominating

- a) comprised of a chairperson and ideally one assistant
- b) determines positions that need to be filled
- c) receives members' names for nominations for the Executive Committee (starting in January) **and submits list of nominees, at the May meeting, for voting**
(remove – d) reports at scheduled meetings)
(remove e) submits the list of nominees, at the May meeting, for voting but move to c)

Program/Workshop

- a) comprised of a chairperson and ideally three assistants
- b) plans programs for all general membership meetings **within the budget allocated by the Executive Committee**
- c) submits program schedule to newsletter person
- d) introduces speakers
(remove e) writes letters of appreciation to speakers)
- e) assumes responsibility for workshops and promotes workshops at all meetings
- f) maintains a list of teachers and speakers

Web Manager

- a) comprised of a **chairperson** and ideally two assistants
- b) **posts Guild (remove - publishes a)** newsletter on the web
- c) maintains current member e-mail **distribution** list
- d) notifies by e-mail when the newsletter is available on the web
- e) e-mails messages to members regarding announcements
- f) maintains the web site **and liaises with web page consultant**

Wednesday Afternoon Group

- a) comprised of a chairperson and ideally two assistants
- b) enlists members to lead projects
- c) submits project requirements to the newsletter editor
- d) introduces instructor and project to the membership
- e) sets up equipment (cutting mats, rulers, irons/boards, power reels etc.) to be used by group
- f) puts equipment away in cupboard provided

- g) maintains equipment (as above)
- h) purchases supplies as required

50/50

- a) comprised of chairperson and one assistant
- b) buys 50/50 tickets
- c) sells 50/50 tickets at each of the Guild meetings and other special events as decided by Guild members
- d) counts and divides the money -half to winner and other half to the Treasurer
- e) provides signs for various displays such as Helping Hands, Registration etc. Signs provide a drop off spot for donated items.

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