



# **SPECIFIC DUTIES OF THE EXECUTIVE COMMITTEE**

**May 2022**

# Specific Duties of the Executive Committee

## **Executive Committee Duties** – the Executive Committee shall:

- a) be responsible for the business and administration of the guild
- b) 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

**A more detailed description of the duties of each Officer and Committee may be found in the Executive Section on the Web Page**

## 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
- e) delegate responsibility for setting up at meeting, i.e. opening, closing, set-up and liaison with the venue

### **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
- 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

### **Secretary**

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

## **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.
- d) Chairpersons to share Executive Member Committee Meeting Minutes with their committee members.

## **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 one assistant (or more if required)
- b) chairperson shall greet new people at the door
- c) assistant 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) arranges for a meeting space, time of meetings, pays rent
- c) organizes fabric donations for quality control and completion of projects to be donated
- d) purchases supplies (e.g. cutters, blades, batting, labels)
- e) sees to cutting batting in different sizes, then stores unfinished quilts until they can be quilted
- f) categorizes quilts as they are completed and stores them until donated
- g) selects recipients for completed projects, with the input from the Executive and Helping Hands members
- h) arranges for delivery of the donated projects

## **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

## **Membership**

- a) comprised of a chairperson and ideally two assistants
- b) collects dues and gives monies to treasurer
- 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

## **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

## **Program/Workshop**

- a) comprised of a chairperson or two co-chairs with two or three additional committee members
- b) plans programs for all general membership meetings as well as additional workshops and other activities within the budget allocated by the Executive Committee
- c) makes all arrangements for speakers and workshops, including introduction of speakers at general meetings
- d) communicates information on program schedule, workshops, and other activities through newsletter, website, and at all regular meetings
- e) prepares budget for expenses and revenue associated with program presentations, workshops, and other activities
- f) keeps track of expenses and revenue and submits monthly reports to treasurer
- g) maintains a list of teachers and speakers

### **Web Manager**

- a) comprised of a chairperson and ideally two assistants
- b) posts Guild 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.