

## **FQG OFFICERS DUTIES**

### **President:**

- Holds Executive Board Meetings (usually 2 weeks prior to Guild Meeting) to air grievances, discuss future plans, and move business along, thereby enabling the Board to present detailed information to the membership. (This helps to keep the General business meeting short)
- Prepares agenda for the general monthly meeting
- Conducts the monthly Guild meetings
- Appoints Committee Chairman and committees with the exception of Quilt Show committees
- Ex-officio member of all committees
- Oversees organization's business
- Follow the KISS rule: (Keep It Simple Stupid!)

### **Vice President:**

- Serves in the President's absence
- Serves as Host/Hostess of the Guild with an emphasis on welcoming new members and providing them with the Guild Informational Packet, a list of current officers and a current membership list
- Acts as Publicity Chairman (including notifying the newspaper of any change in meeting place & getting out information on any special Guild event not covered by another committee)
- Assists the President
- Arranges for, plans and co-ordinates the monthly program and someone to present the program & asks for requests of program topics from the general membership
- Arranges and organizes the May Potluck, including decorating, favors, and sending out invitations to the other participating Guilds
- Arranges and organizes the December Potluck every even year, including decorating, favors, and sending out invitations to the other participating Guilds

### **Secretary:**

- Keeps comprehensive minutes of Guild monthly meetings and gives them to the President and the Newsletter Chairman within one week (Remember – an organization is only as good as its Secretary!) Any question brought up in future discussions should be answerable by looking into past minutes, so be thorough!
- Keeps comprehensive minutes of Executive Board monthly meetings and gives a copy to the President within one week if needed
- Handles correspondence
- Maintains a record of members' committee participation and who is on which committee
- Keeps the By-Laws
- Keeps a description of each committee, its function and its rules

**Treasurer:**

- Keeps all financial records and reports at monthly Guild meetings
- Attends all board and regular monthly meetings
- Collects monies for pins and dues, etc. at meetings
- Pays as many bills at monthly meetings as possible
- Maintains the membership list and keeps the President up-to-date with a copy
- Keeps nametags current
- Chairs Finance Committee meeting to dispense Quilt Show proceeds at the October meeting.
- Chairs Finance Committee meeting in October to work on the budget to determine an annual operating budget and presents this budget to the general membership for approval at the November meeting
- Keeps current records of Quilt Show receipts, accounts payable receipts, savings account statements and checking account statements
- Passes her records on to the next newly elected treasurer and reviews them together to decide if any of her papers should be destroyed
- Keeps a calendar year ledger with an audit done every January
- Files the incorporation papers with the State and keeps those current. These papers must be received by the state by April 15<sup>th</sup>!
- Handles monies from the Quilt Show daily in the following manner:
  - Works with the Chairman of the Boutique, Admissions, and Raffle Tickets in making daily deposits
  - Takes a head count from the admissions income daily
  - Takes 4 change boxes with \$50.00 in each for the Boutique, 2 Admissions, and Raffle Tickets to the Show each day
  - Picks up night deposit bags for each day of the show
  - Makes deposits during the day as needed
  - Keeps FQG stamp and pad with her for check writing as necessary

REVISED 2/2024