

Concord Piecemakers Job Description

President

The primary function is to see to the smooth running of the entire guild. Organization is necessary, follow through a must. The President sets the tone for the guild. This person should know how to delegate. Having the time for the position is essential. The President presides at all Board and Guild meetings.

The President is assisted by the members of the board.

The President conducts a board meeting every month but December, July and August. The February board meeting is held at the discretion of the board when necessary. In addition to the Board members, attendees may include those committee chairs that are needed to report to or confer with the board. The President must have a working knowledge of all activities being done by all of the committees.

Before Board and Membership meetings, the President prepares an agenda to be discussed and consults committee chairs to see if they need to discuss anything. The President checks on committees and makes sure they are keeping their deadlines, offering help and advice as needed.

The President monitors each committee, especially the committees which have the greatest effect on the guild, i.e., Quilt Show, Raffle Quilt, Programs, Membership and Treasury.

The President takes suggestions from all members under advisement.

The President leads the business meeting starting at 7:15 pm and introduces the show and tell portion of the meeting after the program. Committee announcements, when possible should be made by the committee chair during the business meeting and should keep the announcement down to 2 minutes.

The President can appoint any committee chair, but cannot appoint the executive board.

The President writes the "Letter from the President" section of the newsletter and submits it to the newsletter chair by the board meeting or the first Tuesday of the month.

At the end of the year, the President updates this job description, if needed.

The Vice President transitions to President at the end of the term.

April 2015