

Concord Piecemakers Job Description

Vice President

The Vice President shall preside at all Executive session Board and Membership Meetings of the Guild, in the absence of the President. The Vice President serves for two years then transitions to the role of President.

Monthly duties:

1. Information received from the Concord Piecemaker's mailbox or other sources that is thought to be of interest to the membership at large is given to the VP for the purpose of displaying this information at monthly meetings. This information is placed on tables near the membership table at monthly meetings. It is the Vice President's responsibility to ensure that the information is current.
2. The sound system used for the monthly meetings is the responsibility of the VP. This equipment is stored, conveyed to and from meetings and set up at monthly meetings by the VP. Recently we have begun to use the HWCC sound system. Attached are the directions for the set-up. As a backup, our guild's portable sound system should always be available at the meetings.
3. It is the VP's responsibility to book all guild meetings and events at the Harvey Wheeler Community Center and to arrange the appropriate payment sent to the Center to cover the rental by the guild's treasurer.
4. The VP will receive a reminder email just prior to our meetings from Harvey Wheeler to pick up the key before 4pm, the day of our meeting. It is the VP's responsibility to ensure someone has been assigned this task and to forward the reminder to them.
5. The VP is in charge of room setup for our guild meetings. This includes circulating sign-up sheets for volunteers and sending email reminders prior to the meeting.
6. The VP is in charge of the list of guild possessions. All equipment owned by the guild should be available at all times.