

Concord Piecemakers Job Description  
President

1. The President's primary function is to set the tone for the entire guild. The President and Vice-President work collaboratively in managing the guild, discussing issues that arise, and creating the agenda for the monthly Board meetings.
2. The President conducts a Board meeting (currently every month but December, July and August). In addition to the Board members, attendees may include those committee chairs who are needed to report to or confer with the Board.
3. Before Board and Membership meetings, the President consults committee chairs to see if they need to discuss anything and, together with the Vice-President, prepares an agenda to be discussed.
4. The President must have a working knowledge of all activities being done by all of the committees. The President monitors each committee, offering help and advice as needed, especially the committees which have the greatest effect on the guild, i.e., Quilt Show, Raffle Quilt, Programs, Membership, and Treasury.
5. The President takes suggestions from all members under advisement.
6. The President leads the Membership meeting starting at 7:15 pm, calls for announcements to be made by committee chairs, and introduces the show and tell portion of the meeting before the program.
7. The President writes the "President's Message" section of the newsletter and submits it to the newsletter chair by the day after the board meeting.
8. The President sends out notes of condolence on behalf of the guild (or delegates this task) as needed.
9. The Treasurer and new President must go to Middlesex Savings to sign new signature consent forms and/or change information on accounts.
10. The President writes a Year-End report and submits it to the Secretary by the end of the guild year.
11. Ten days before the board meeting, confirm with the board member who agreed to host the meeting that they can still host the meeting.
12. One week before the board meeting, send out a note to the board members with the address of the hosting member and ask them to RSVP to the meeting host and the president.