

Concord Piecemakers Job Description Vice President

The Vice President works collaboratively with the President in managing the guild, discussing issues that arise, and creating together the agenda for the monthly Board meetings. In the absence of the President, the Vice President presides at Board meetings and Membership meetings of the Guild. The Vice President serves for one year, 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. The portable sound system needs to be fully charged prior to each meeting. At times we have used the HWCC sound system. More routinely, however, our guild's portable sound system is used and should always be available at the meetings.
3. It is the VP's responsibility twice a year to reserve all guild meetings and events at the Harvey Wheeler Community Center. In January, the board sets the dates of the guild meetings for the upcoming fall (Sep-Dec). In June of each year, the dates are reserved for the following January- June. The VP also arranges with the guild treasurer for appropriate payment to be sent to the HWCC to pay for the rental.
4. The VP will receive a reminder email on the morning of our guild meeting from Harvey Wheeler to pick up the key before 4 pm. It is the VP's responsibility to ensure someone has been assigned this task and to forward the reminder to them, or to pick up the key themselves.
5. The VP is responsible for opening the HWCC meeting room at 6:30 pm and oversees/ ensures the set-up and clean-up of the room.
6. The VP is in charge of the list of guild possessions. All equipment owned by the guild should be available at all times.
7. The VP heads up the nominating committee.