



# Valley Quilters Guild

## *President Duties*

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### **PRESIDENT SHALL:**

1. Preside at all meetings of the organization and shall be Chairperson of the Executive Board.
2. Set up the President's table before the meeting.
3. Be the Chief Administrative Officer of the organization.
4. Be familiar with the current Bylaws and Standing Policies.
5. Approve, from the Guild membership, the Chairperson for each committee
6. Be authorized to make financial transactions on all accounts of the organization. Checks payable to the President must be signed by another authorized signer.
7. Have such usual powers of supervision and management as may pertain to the office of President.
8. Have the option to be a voting, or non-voting, member of any committee
9. Ensure that each committee chairperson accomplishes his/her assigned duties.
10. Ensure that each committee has a member of the Executive Board serving as a member of it, and that each Executive Board member be on a committee.
11. Ensure that job descriptions are complete and up-to-date for all Executive Board positions and all Committee Chairperson positions and ensure that all position descriptions are available in the library and/or on the Valley Quilters Guild website, member-only section.
12. Institute a review of the Guild's Bylaws as deemed necessary.
13. Maintain a master calendar of all upcoming Guild events and coordinate it with the Vice President.
14. At the end of her/his term of office, pass on all Presidential materials to the new President.
15. Be at all membership meetings at least 30 minutes prior to the social time: 6:00 p.m. on regular membership meeting days and 5:30 p.m. on special membership meeting days (May, July, Oct, and Dec)

Valley Quilters Guild  
President Duties, continued

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16. In the event that the Treasurer is out of the state and/or country, the President will be the keeper of the Treasurer's records, including, but not limited to: the checkbook; check register and/or duplicate copies of checks written; bank statements; PayPal records; donation records from organizations such as: Craftsy, Amazon and Fred Meyer; receipts for monies received via PayPal, cash and check; current spreadsheets showing both income and expenses by approved budgeted line items; thumb drive with the latest backup of all records; invoices for payments made and also those pending; etc.
17. Maintain an inventory of all Presidential materials and general Guild property not inventoried by other officers or committees. The list shall be maintained in the President's box and annually given to the Historian.
18. Announce in monthly newsletter the death of any members.
19. Compile a list of members who have passed since the last Annual Meeting to be read at the Annual Meeting, and observe a moment of silence in their honor.
20. Have possession of 1 of 2 Post Office Box Keys.
21. Have possession of 1 of 3 off-site storage padlock keys, and be the keeper of the gate code for the off-site facility.
22. If unable to attend a meeting, notify the vice-president and make sure all information for meeting is passed on.
23. If unable to attend Open Sew, find a replacement to: obtain keys from Just Sew, open the depot by 10 a.m. and be responsible for closing and locking the depot before midnight.
24. Ensure cleaners have been contracted and scheduled for each event held at the Depot. Make sure cleaners have the checklist provided by the City of Palmer.
25. Coordinate the meeting location for the Board meetings.
26. Be the keeper of all passwords required for the smooth operation of the guild.
27. Label all VQG property held off site as property of VQG and provide to the guild secretary contact information for a guild member designated to retrieve the property in case of an emergency, or as needed by the guild.