



Valley Quilters Guild

Vice President Duties

VICE PRESIDENT SHALL:

1. In the absence of the President, serve in that office and perform such duties as assigned to the President.
2. Be at each guild meeting at least 30 minutes prior to the beginning of social time, 6:00 pm on regular membership meeting days and 5:30 pm on special membership meeting days (May, July, October and December).
3. Set out sign-up sheets in time for members and guests to sign in.
4. Set up area for selling tickets for raffle basket, set up tins for numbers to be called for all drawings, i.e., door prizes, fat quarters, guest prize, raffle basket, blocks-of-the-month, etc. Carry out the drawings at the appropriate time in the meeting.
5. Be sure money for raffle basket is turned in to the Gaming Committee Chair and then receive money from said chair for the next month's basket.
6. Be sure there are plenty of copies of sign-in sheets and other sheets needed at each meeting. All things needed at each meeting are in Xerox box in back room. (Master copy of each sheet kept in protective cover in Xerox box.)
7. Provide a welcome letter to new members.
8. Keep a back-up calendar for the President of all upcoming meetings, classes, special meetings, elections, etc.
9. Attend all Board meetings, as he/she is able.
10. Be familiar with current Bylaws and Standing Policies.
11. At the October membership meeting, and all following monthly meetings, make committee and door prize sign-up sheets available for the following year.
12. Email the lists of new committee members to the respective committee chairs, President and committee board liaisons. Notify newsletter editor of updates of committee chairs.
13. In the event that the Treasurer is out of the state and/or country and the President is unavailable, the Vice 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 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.

14. Label all Valley Quilters Guild property held off site as property of VQG and provide to the guild secretary contact information for guild member designated to retrieve the property in case of emergency, or as needed by the guild.
15. At the end of his/her term of office, pass on to the new Vice President, all pertinent information regarding the office.