

## Maye River Quilters Job Descriptions

April 2, 2020

### Elected Officers

Office	Responsibilities
<i>President</i>	Presides at Board and regular meetings, appoints committee chairs unless elected, serves as <i>ex officio</i> member of all committees (except Nominating), and performs usual duties of the office. May serve as secondary signatory for the checking account.
<i>Vice-President</i>	Performs the duties of the President in absence of the President, assumes presidency if necessary, and sends new members a welcome email the week after a meeting. Responsible for securing meeting site location and performs usual duties of the office. May serve as secondary signatory for the checking account.
<i>Secretary</i>	Keeps minutes of Board and regular meetings, conducts general correspondence, sends monthly minutes to newsletter editor and webmaster, and performs usual duties of the office.
<i>Treasurer</i>	Keeps all Guild financial records, makes authorized payments, oversees funds, ensures bank account is reconciled, presents an itemized account of receipts and disbursements at each meeting, sends monthly treasurer's report to newsletter editor and webmaster, files income tax returns or provides needed information to accountant to do income tax returns, makes books available for audit, and performs usual duties of the office. Is the primary signatory for the checking account.
<i>Member-at-Large</i>	Is a voting member of the Board of Directors, assumes responsibilities as delegated by the President, serves as the Chair of the Nominating committee and is a working member of at least one committee as appointed by the President, identifies, cultivates and recruits future leaders, make recommendations for committee appointments, and may fill other Board vacancies at the discretion of the Board.
<i>Immediate Past President</i>	Serves as voting board member the year immediately following term as President, performing such duties as delegated by the President.
<i>Founding Mothers</i>	Serves as a resource for the board members; performs duties as requested by the President or other board members.

## Appointed Committee Chairs

Committee	Responsibilities
<i>Audit</i>	Appointed by the Board, reviews the year's financial transactions including checking account statements, checkbook register, disbursements, receipts, etc. to ensure there are no irregularities in the business transactions of the Guild. This person needs to be available to have the audit completed by mid-July at the latest.
<i>Charitable Interests</i>	Facilitates whatever project(s) the guild votes to endorse for the year.
<i>Education</i>	Works with the Boys and Girls Club of Beaufort County and other educational endeavors that may arise
<i>First Responders</i>	Arrive no earlier than 8:30 a.m. to help set up the room for the monthly meeting.
<i>Fundraising</i>	Leads fund-raising efforts. Responsible for manning the Birthday Bundle table each month.
<i>Guild Friends</i>	Greets and hosts visitors and potential members when they attend first meetings, determines information from visitors and guests and makes a meaningful introduction during the Guild meeting enlisting the help of other members to give the visitor and guests introductions.
<i>Guild News/Newsletter</i>	Gathers news of members, the Guild and events and produces and issues newsletters in an approved manner. Publishes and updates membership directory.
<i>Historian</i>	Maintains an approved, on-going effort to maintain the history of the Guild, collects artifacts for the effort.
<i>Hospitality</i>	Provides food, drinks and supplies for monthly meetings when necessary, makes sure water is available at meetings, recruits donations of refreshments from members, is responsible for special events.
<i>Membership</i>	Collects dues and submits them to treasurer with an income form at each meeting, responsible for membership table being staffed at meetings, compiles and distributes New Member Packets and provides information to prospective members. Provides Vice President and Newsletter editor a list of new members, their addresses, and pictures after each monthly meeting. May enlist a recruit in charge of picture taking.
<i>Nominating</i>	Chaired by the Member-at-Large. Recruits members for Board positions, presents proposed slate of officers to membership at the designated times.
<i>Programs</i>	Arranges for monthly programs such as speakers, demonstrations, games, and events. Hosts, ushers and introduces speakers for meetings, works in cooperation with Workshop Chair to coordinate speakers and workshop leaders. Submits information to Webmaster and Newsletter Editor for inclusion into the website and newsletter.
<i>Publicity</i>	Develops and distributes news releases concerning meetings and special events to area newspapers, radio and television stations, develops and updates a Guild brochure for publicity opportunities.
<i>Raffle Quilt</i>	Decides on the pattern for a quilt to be raffled as part of the guild fundraising; works with other members to have the quilt constructed, quilted and bound and label made; prepares posters, tickets to sell the chances; distributes tickets and receives money including tracking tickets and receipts; provides for quilt to be displayed at area quilt stores and quilt shows; prepares the ticket drawing and delivers to the winner.

## Appointed Committee Chairs

Committee	Responsibilities
<i>Retreat</i>	Manages a weekend (or more) getaway for guild members at a convenient and reasonably priced site, plans all aspects of the weekend, ensures the member cost covers the entire cost of the weekend, sets schedule for collecting money, receives and deposits money with Treasurer, contracts for food, housing, requests bills be paid following Guild procedures, provides report to Board after the retreat to help fashion future retreats. Submits information to Webmaster and Newsletter Editor for inclusion into the website and newsletter.
<i>Webmaster</i>	Maintains the Guild's website with monthly updates from the committees. Responsible for submitting website domain fees to treasurer for reimbursements when renewal occurs.
<i>Workshops</i>	Works with Program Chair on selection of workshops, arranges for location, site set-up and clean-up, contracting and payment, advertises the workshops to Guild members, constructs workshop sign-up sheets, responsible for workshop sign-up table at meetings, collects workshop fees and deposits money with Treasurer on Income form. Submits information to Webmaster and Newsletter Editor for inclusion into the website and newsletter.