

Pioneer Quilters Guild Vice President Responsibilities

1. Summary description of position responsibilities:

The Vice President, in the absence or resignation of the President, serves and performs the duties of the President, and is willing to become the guild President the following year. The Vice President is also responsible for coordinating visiting opportunity quilts, chairing the Nominating Committee, any special projects as requested by the President, and coordinating a year-end gift for the President.

2. Approximate time commitment:

- a. Weekly - A very small amount of time, depending on any special projects and/or requests for visiting opportunity quilts
- b. Monthly – Two meetings monthly, General and Board, which may total 4 to 5 hours monthly
- c. Yearly – Dependent on special projects and time spent on the nominating committee. May be 5 – 15 hours.

3. Number of members on position/committee:

3 people on the Nominating committee, including the Vice President.

4. Forms used, software used, etc.:

Excel spreadsheet to keep track of other guilds visiting with their opportunity quilts;
2' x 4' foot folding table used for visiting guilds with opportunity quilts – located in the church's storage room ("PQG" is written in black marker on one edge of the table)

5. Detailed description of tasks/responsibilities (i.e., meeting and newsletter announcements, mailings, cash receipts/disbursements, committee meetings, travel, etc.)

a. Yearly tasks:

- Nominating Committee: Form the committee no later than September. The By-laws state that the VP chooses two individuals from the membership to assist. A variety of methods have been used in the past to develop a slate of officers and committee members: 1) various members may volunteer, 2) the VP and slate may contact specific individuals for specific positions, and 3) the Nominating committee will use the roster to methodically contact members until a volunteer has been found for each position.
- Present the slate of Board nominees to the Board at the October Board meeting. The slate will then be presented by the VP to the general membership at the November meeting and submitted to be printed in the guild's November newsletter. At the December general meeting, the general membership will vote on the officers. The general membership does not vote on the committee chairs and members. The slate for these positions are presented to the Board by the November board meeting and reviewed/voted on by the Board. They can be presented to the general membership via announcement by the VP at or before the December meeting and in the newsletter.

- Coordinate President's gift: It is traditional to provide a gift to the outgoing President, although there is nothing in the By-laws or Policies & Procedures requiring this. Past gifts have been quilts, wallhangings, jewelry, totes, gift certificates and fabric stashes. A budget of \$150 is allocated, but not all, if any, needs to be used.
- Special projects: Last year, the VP coordinated the review of the guild's By-laws and Policies & Procedures, but it is not in the By-laws or P&P's that the VP is always to coordinate this special project.

b. Monthly tasks:

- Coordinate visiting opportunity quilts: Other quilt guilds are directed to contact the VP to schedule a meeting during which the visiting may bring its opportunity quilt to sell tickets. Use the Excel spreadsheet (or some other tracking method) One guild per meeting! No guild at the December meeting. Call or send a reminder email a few days or a week ahead. There is a 2' X 4' folding table in the church storage room that is specifically designated to be used for the visitors to use.
- Notify the President before the General meeting which guild will be in attendance so that she can add it to the meeting agenda. At the meeting, the VP will be asked to introduce the guild and invite members to purchase opportunity quilt tickets.
- There is a special section on the web site dedicated to visiting guilds. It provides info for the visiting guild about when we meet and who to contact to get on the visiting guild schedule. There is a calendar on the web site that shows which guilds are scheduled to visit and which meetings are still open. When a guild is scheduled, send the information to our webmaster to update the calendar.

7. Financial Information: Budget - \$150 budgeted for President's gift

8. Transition: Schedule date to hand off materials to and train incoming member