



Big Red Quilters' Guild

Established September 2014

Job Description

President: Responsibilities include, but are not limited to:

As Scheduled:

- Set the time and agenda for board meetings, lead meetings, and communicate agenda ahead.

Monthly:

- Attend and preside over all general meetings, from setting agenda, calling to order, through dismissal.
- Ensure the general meeting agenda is created and printed ahead for board members.

On-going:

- Set/lead the overall direction of the guild and board.
- Work with program chairperson(s) to ensure facilities are available/open needed dates, and communicate to the board/members as needed.
- Collaborate with the board to establish the guild's goals and initiatives for the next 12 months and strategize to accomplish them.
- Coordinate an annual review of the financial books with the treasurer and a qualified second party.
- Organize and call special board meetings if needed.
- Ensure adequate coverage is in place for all events, and delegate duties/workload to board/general members as needed.
- Look for continuous improvement suggestions and bring these to the attention of the board.
- Work closely with all board members to promote the mission, membership and financial goals of the guild.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Operate within the framework of the guild's current bylaws.
- Oversee the nomination process for replacing board members.
- Follow Robert's rules of order for all meetings. (Quick reference guide: <http://www.robertsrules.org/>)

Revision August 2023