

WESTSHORE QUILTER'S GUILD: JOB DISCRIPTIONS

1. PRESIDENT:

Requirements:

Have good leadership, organizational and people skills.

Duties:

- a) Be Chief Executive Officer
- b) Preside over executive and general meetings
- c) Be ex-officio member of all committees
- d) Appoint chairman of nominating committee
- e) Has signing authority on Guild Accounts
- f) Hold key for meeting space.

2. VICE-PRESIDENT:

Requirements:

Have good organizational skills

Duties:

- a) Assume duties and preside at meetings in the absence of the president
- b) Be the chairperson or appoint the chairperson of By-Laws and Constitution Review Committee
- c) Has signing authority for Guild Accounts

3, SECRETARY

Requirements:

Have good note taking skills, be able to use word processing and electronically send minutes.

Duties:

- a) Keep a record of the executive and general meetings of the society
- b) Attend to all correspondence
- c) Have electronic access in order to submit minutes to webpage manager
- d) Preside over meetings in the absence of both the president and vice president
- e) send annual report and changes of officers when needed to the government

4. TREASURER

:Requirements: Have accounting or book keeping experience.

Duties:

- a). Receive, deposit and disburse monies of the Society as authorized by the Guild and issue receipts.

- b) Present current financial statement of monthly income, expenses and current chequing account balances and report on the financial affairs of the Guild to each meeting of the directors and general membership.
- c) Ensure that up to date and accurate accounts of the finances of the Society are kept in proper books which shall be readily available for audit.
- d). Prepare a budget with the assistance of the President for approval by the directors prior to general membership approval.
- e). Prepare a financial report with the assistance of the President for the biennial general meeting.

STANDING COMMITTEES:

MEMBERSHIP:

Requirements: Have excellent organizational skills, be able to cope with pressure, have electronic skills to perform the duties

Duties:

1. Maintain binder and excel spreadsheet with individual members' information. Binder is maintained by year in alphabetical order. Excel spreadsheets are maintained on spreadsheets with the following info
 - a) complete listing of all members with address, email, phone number, membership number, birth date etc.
 - b) complete listing of all available membership numbers;
 - c) members who allow their personal info to be shared;
 - d) members who have not renewed
 - e) sign in sheets for current members.
2. Annually, pass around a signup sheet to the guild to request volunteers to be a monthly greeter.
3. At every meeting, provide sign in sheets for members and guests. Take monies for guests, renewals etc and provide receipts, complete income forms and hand in monies to treasurer. Maintain petty cash float (to make change for guest admissions). Greet all members and guests as they arrive. Hand out tickets for name tag draw.
4. Maintain door prize ballot jar.
5. Ensure complimentary guest admission coupons are in the "go" bag for when the guild is represented at local outings ie: fairs and shows. Design and print guest admission coupons as required.

7. Keep list of all members attending each meeting and contribute numbers to each meeting report and newsletter.
8. Keep newsletter, Facebook and website co-ordinators advised of any Membership news.
9. Attend executive meetings. Keep executive apprised of Membership news.
10. Email guild list to entire guild annually, and send monthly updates to newsletter, website, and sunshine committees.
11. Maintain and provide a welcome package to new members including information on where to find constitution and by laws.

NEWSLETTER:

Requirements :

Ability to use publishing software.

Duties:

1. Publish monthly newsletter
2. Solicit advertising and invoice for advertising
3. Set date each month for submissions and send reminder to those who are late
4. Attend general meetings, take pictures and report items of interest in the newsletter, or appoint someone to do so.
5. Attend executive meetings
6. Have ability to use the supplied publishing software
7. Monitor members advertising requests
8. Distribute electronically to all members and by mail if needed.

LIBRARY:

Requirements:

Maintain the library. Best done by a satellite group as there are a number of responsibilities.

Duties:

1. Open library at general meetings and sew days (if possible)
2. Re-shelf returned materials
3. Ensure materials taken out are checked out
4. Contact people who are very overdue on their returns.
5. Maintain a computer inventory of the library materials. Supply this inventory to the treasurer and web page manager.
6. Periodically remove and sell unused materials.
7. Receive donated materials and either add to inventory or sell.
8. Sell used magazines at meetings. Store and package used magazines as required. Destroy older used magazines (over 10 years old)
9. Fill out revenue forms for proceeds from sales and submit to Treasurer
10. Assess requests for new materials and if purchased submit expense forms to Treasurer. The budget is set by proceeds from sales as the library is self supporting.
12. Monthly submit book review to newsletter.
13. Receive requests for new materials and purchase if funds available. Submit request for payment to treasurer.
14. Submit monies received from sale of magazines and other materials along with a revenue form to the treasurer.

SUNSHINE:

Requirements:

Ability to receive phone calls and or e-mails.

Duties:

1. Send out cards to members of whom you have been advised by others who are ill or who have suffered the loss or illness of a close family member.
2. Cards are to be supplied by the guild and will consist of the Guild Logo

EVENTS:

Requirements:

Organizational abilities,

Duties:

1. Advise guild members of upcoming quilt events in BC and farther afield
2. Check into travel costs to events the guild is interested in and present them to members
3. Co-ordinate with other guilds if necessary
4. Take names and payment for arranged trips. Issuing receipts and filling in revenue summary for Treasurer
5. Book travel arrangements.
6. Ensure expenses are paid, supplying Treasurer with cheque requests.

QUILT SHOW:

Arrange and manage quilt shows in odd numbered years.

GUILD HISTORY

Requirements:

Ability to organize pictures etc.

Duties:

Create and maintain a (mainly pictorial) record of the guild.

PROGRAMS:

Requirements:

Best done by a satellite group so a variety of interests can be reflected.
The group must have organizational skills.

Duties:

1. To organize speakers and activities associated with General Meetings. Ideally a list of speakers would be maintained for a minimum of 12 months from any date.
2. Ensure that if the speaker requires a contract one is supplied.
3. Fill in cheque requisitions for speakers and ensure they receive payment.
4. Welcome speakers and ensure that everything they need is provided.
5. Months not requiring a speaker Dec. -Christmas Tea provided by executive
July- Garage Sale
Aug. - Ice Cream Social and Games night.
6. Maintain a file of requests for speakers, and ideas for speakers.

WORKSHOPS:

Requirements:

Best done by a group such as a satellite group so a variety of interests are reflected. Essential to liaise closely with Programs group.

Duties:

1. Liaise with programs committee as many speakers are willing to do workshops
2. Maintain a file of requests for workshops
3. If there is sufficient interest in a workshop contact the instructor and supply a contract if requested.
4. Book space needed for workshop
5. Set price for workshop.
6. Encourage members to sign up. Have sign up lists, receive payments and give receipts. Submit revenue and revenue summary to Treasurer. Make sure participants receive supply and advance instructions for the course
7. Submit expense claim form to Treasurer and ensure payment of instructor.
8. Make sure the classroom is set up and that everything the instructor needs is available.
9. Arrange for food to be done for the class and ensure that the acquisition of the food is paid for by submitting an expense claim to the Treasurer.

WEBSITE:

Requirements:

Extensive computer knowledge.

Duties:

1. Maintain the website
2. Send out notices to all members about time and place of General Meetings.
3. Send out notices to executive members about time and place of Executive Meetings
4. Send out other notices as necessary.

FACEBOOK:

Requirements:

Knowledge of how Facebook works.

Duties:

1. Make sure all requests to join are legitimate.
2. Keep information current.
3. Establish and maintain posting rules

COMMUNITY LIAISON:

Requirements:

Should be a person who is involved in community organizations outside of the guild.

Duties:

1. Liaise with local events to promote Westshore Quilter's Guild.
2. Arrange for space at events to promote the guild.
3. Arrange for staffing of space at the events.
4. Arrange for pick up of "to go bags" from the locker and return of them any used items replaced.
5. If necessary arrange for tent at events.