

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	1 st Vice President
Voting Board Member	Yes
Key Responsibilities	<ul style="list-style-type: none"> • This position is an officer of the guild. • It is responsible for planning the content of all meeting and/or coordinating with other board members who might be responsible for a particular meeting (for instance, the 2nd Vice President is responsible for all meetings with national speakers and the Community Quilts Liaison would be responsible for any meeting with community quilts sewing). • It is responsible for the purchase of a thank gift for the outgoing guild President and for the presentation of that gift. • This position retains keys to the storage room and cabinets at Redwood Acres.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> • At the beginning of the guild year, lay out calendar for meetings and present to Board for approval. <ul style="list-style-type: none"> ○ September – New guild year, Board members meeting where program should involve Board members introducing self and events for the year. Board members bring treats. ○ October – need program ○ November – possible national speaker, if not then need program ○ December – Holiday potluck, can include collection for a local charity ○ January – in even numbered years a small part of the program is the introduction of the new guild Challenge; needs other program. In odd numbered years the Challenge presentation and voting is the entire program. ○ February – need program ○ March – need program ○ April – possible National speaker, if

	<p>not then need program.</p> <ul style="list-style-type: none"> ○ May – in odd numbered years this should be held for the Quilt show and some small program. In even numbered years, possible National speaker, if not then need program ○ June – End of year potluck and annual meeting <ul style="list-style-type: none"> ● Prepare any materials necessary for that month’s program <ul style="list-style-type: none"> ○ Copies ○ Awards ○ Purchase food, décor, and/or table coverings if appropriate. Arrange for appropriate storage of food if necessary. ● Prepare sign inserts on 8.5 X 11 inch paper promoting the meeting for next month. ● Prepare floor plan for any special layout and give to President at board meeting just prior to program (approximately 1 month in advance) so she can have facility set up appropriately. ● Document details of each meeting for ease of future 1st Vice Presidents (see Notes section of notebook). ● Submit deposits and requests for reimbursement on appropriate forms to Treasurer in a timely manner. ● Coordinate with other board members for programs being conducted by them. ● Solicit members to help with program if necessary. ● Solicit members to be part of any special programs. ● Prepare introduction for any outside speaker.
<p>Tasks During Guild Meeting</p>	<ul style="list-style-type: none"> ● Arrive at meeting at least 30 minutes prior to social hour to set up. More time may be necessary depending upon the meeting. ● Set up Easel in foyer making sure foyer lights are on. Update seasonal décor and sign inserts (these items are in storage at Redwood Acres). ● Verify room set up correctly for that night’s

	<p>program, make any corrections.</p> <ul style="list-style-type: none"> • Set up for meeting with particulars for that meeting. May involve setting up for special events or setting up décor items for potlucks. • At appropriate time during meeting introduce the program for the evening. Be energetic and fun to encourage participation. • Introduce any outside speaker. • Act as host or master of ceremonies (or find someone else to do so) if program requires it. • Make sure room is cleaned up and material put back into storage. • Put away easel and sign materials into storage at Redwood Acres.
Newsletter Articles	<ul style="list-style-type: none"> • Monthly article outlining program for next meeting. • Submit articles as needed to thank members for their participation in special events and/or for donations. • Submit articles as needed to encourage participation in upcoming meetings.
Preparation for Board Meeting	<ul style="list-style-type: none"> • Read minutes from prior board meeting and be prepared to submit any corrections. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document. • Prepare report detailing upcoming meetings.
Financial Impact – Income	<ul style="list-style-type: none"> • May receive income for specific programs. These funds are generally not for REQG use, but get collected and submitted to various charities including our fund at Humboldt Area Foundation.
Financial Impact – Expense	<ul style="list-style-type: none"> • Copies • Prizes when appropriate to meetings • President’s thank you gift • Sign materials • Décor items for potlucks • Table covers for potlucks • Food for potlucks if applicable • Materials to conduct programs (like games)
Interfaces with which Other Board Members	<ul style="list-style-type: none"> • President • 2nd Vice President

	<ul style="list-style-type: none"> • Treasurer • Publicity • Community Liaison • Challenge Committee • Hospitality Committee • Raffle Table Committee • Library Committee • Quilt Show Chairman • Humboldt Area Foundation Committee
Interfaces with Outside people/companies	<ul style="list-style-type: none"> • Solicits outside speakers if appropriate