

Kempenfelt Quilters' Guild
Job Description

POSITION TITLE: President

DATE REVISED: October 2016

1. PURPOSE OF THE JOB

The President's job is to provide leadership and direction to the Guild through management and conduct of Executive and General Meetings and to ensure the creation of a culture within the Guild that is welcoming for all members.

2. PRIMARY RESPONSIBILITIES

- Work with the Secretary to create an agenda for Executive meetings.
- Chair Guild meetings: monthly Executive; monthly General Meeting, August Turnaround meeting. If absent arrange for a replacement.
- Ensure that all Executive members are provided with the opportunity to voice their opinions with respect to the operation of the Guild.
- Create an agenda for the General Meeting following the Executive meeting to be distributed to Executive prior to General Meeting.
- Write and submit to the Newsletter a monthly President's Message by the deadline.
- Introduce guests, new members at start of General Meeting.
- Provide supervision and support to other executive members as needed: Example: Library, Social, Membership, BOM, Display and Program and speaker.

3. SECONDARY RESPONSIBILITIES

- Organize the purchase and presentation of a Thank You gift for the organization that hosts Executive Meetings. (\$50 budget)
- Ensure meeting room is ready: turn on microphone and lights, hang KQG banner, bring out suggestion box.
- Start and end meetings on time.
- Keep President's book up to date, file all materials. The President's Book forms the basis for the Kempenfelt Quilters' Guild Archive.
- Make sure all Guild materials are safely stored and microphone is turned off at end of meeting.
- Write an annual report of activities, one copy to Secretary for incoming member, one for Archive.
- Prepare orientation materials for incoming Executive member meeting in August.

4. FINANCIAL RESPONSIBILITIES

- Chair the budget meeting with incoming Treasurer, President, Vice President, Past President and Secretary prior to the September Executive Meeting.
- Ensure that an annual budget is prepared that realistically sets out revenue and expenditures for the coming Guild year (September to August). Solicit input from all Executive members who have spending requirements to maintain the smooth operation of the Guild.
- Obtain approval of the budget in September from the Executive
- President has signing authority and is one of two signers on all cheques when required.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Computer skills an asset.
- Ability to speak in public and adapt to any situation that comes up.