

Kempenfelt Quilters' Guild

Job Description

Position Title: Vice-President

Revised: May 2012

1. PURPOSE OF THE POSITION

This job is a training and support position. During the year, the VP learns the way the executive meetings are run and provides support /assistance to the President in any way she/he is asked.

It is understood that the VP will take over the President position during the next year.

2. PRIMARY RESPONSIBILITIES

- Learn how to conduct executive meetings and step in for the President to conduct Guild General Meetings as required.
- Attend executive meetings monthly.

3. SECONDARY RESPONSIBILITIES

- Recruit members to serve on the executive for the following year and serve on the Nomination Committee.
- Conduct the Show and Tell portion of the General Meeting.
- Apply for the Agnes Boal Bursary from the Canadian Quilters' Association.
- Apply for the Rosette for our annual Viewers' Choice Award Guild show from the Canadian Quilters' Association.
- Receive The Canadian Quilter magazine when it is picked up from the mail and review for pertinent events.
- Submit a quarterly report to The Canadian Quilter about Kempenfelt Quilters' Guild activities.
- Send Welcome letters to new Guild members after being notified by Membership of names and addresses.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archive.
- Prepare orientation materials for incoming Executive member; meet if desired.
- Organize Guild participation in favours for CQA Quilt Canada, if Executive decides to participate.

4. FINANCIAL RESPONSIBILITIES

- Review the monthly budget report.
- Participate in planning the annual budget.
- Act as one cosigner on Guild cheques.
- Submit expense claims on Guild form.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to speak in public.
- Willing to serve on the Executive Committee for 3 years (VP, President, Past-President).