

KEMPENFELT QUILTERS' GUILD

JOB DESCRIPTION

Position Title: Past President

Revised: July 2012

1. PURPOSE OF THE POSITION

The Past President acts as a support for incoming President and KQG Executive members.

2. PRIMARY RESPONSIBILITIES

- Support incoming President and be a resource from previous Executive.
- Chair Nominating Committee, consisting of Past President(s), Vice President(s) and one other member.
- Make up poster board for vacant Executive positions, and notes as they are filled.

3. SECONDARY RESPONSIBILITIES

- Review Guild Constitution each September and recommend revisions to the Executive as required.
- 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.

4. FINANCIAL RESPONSIBILITIES

- Participate in the development of the budget for the up-coming year.
- Submit any expenses to the Treasurer on KQG Receipts and Purchases summary.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Computer skills an asset.
- Ability to speak in public.
- Ability to work with others