

President Job Description

PURPOSE OF THE POSITION

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

Responsibilities

- Work with the Secretary to create an agenda for the Executive meetings.
- Chair all Guild meetings: monthly Executive; monthly General Meeting, August Turnaround meeting.
- 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 the membership prior to General Meeting.
- Write and submit to the Newsletter a monthly President's Message by the deadline.
- Introduce guests, new members, etc. at the start of the General Meeting.
- Provide supervision and support to other members as needed.
- Organize the purchase of and presentation of a Thank You gift for the organization that hosts Executive Meetings.
- Ensure the meeting room is ready: turn on the microphone and lights.
- Start and end meetings on time: meetings start at 7:00 pm – 9:00 p.m.
- Keep the President's book up to date, file all materials. The President's Book forms the basis for the Kempenfelt Quilters' Guild Archive.
- Ensure that all Guild materials are safely stored and the microphone is turned off at the end of the meeting.
- Write an annual report of activities, one copy to the Secretary for incoming member and one for Archive.
- Pass along orientation materials for the incoming President; meet if necessary.

Financial Responsibilities

- Attend an appointment at the bank to change the signing authority on the KQG account in September. The President has signing authority and is one of two signers on all cheques.
- Obtain approval of the budget in September from the Executive.
- Chair the budget meeting with incoming Treasurer, President, and Vice President prior to the September Executive Meeting.
- Ensure that an annual balanced budget is prepared that realistically sets out revenue and expenditures for the coming Guild year (September to August).
- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.

Knowledge, Skills and Abilities Required

- Computer skills are an asset.

- Ability to speak in public and adapt to any situation that comes up.