

Vice-President Job Description

PURPOSE OF THE POSITION

The Position 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.

Primary Responsibilities

- Learn how to conduct executive meetings and step in for the President to conduct Guild General Meetings as required.
- Conduct the Show and Tell portion of the General Meeting.
- 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 Kempfenfelt Quilters' Guild activities.
- Organize Guild participation in favours for CQA Quilt Canada, if Executive decides to participate.
- At the guild meetings, hang the KQG banner, place reserve covers on chairs at the front, put out the suggestion box and greet guild members.
- Write an annual report of activities, one copy for the incoming member(s), one to the President and one to the Secretary for the Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.
- Attend executive meetings monthly.

Financial Responsibilities

- Review the monthly budget report.
- Participate in planning the annual budget.
- Act as one cosigner on Guild cheques.
- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.

Knowledge, Skills and Abilities Required

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