



# Starlight Quilters Guild Policies and Procedures

## Past President

### **Description of Role –**

Mentor the Board of Directors with their recent presidential knowledge and expertise.  
Support the Quilting Activities Manager.

### **Annual Responsibilities –**

Support the President and Board of Directors.  
Attend Board of Directors meetings.  
Recruit and oversee positions reporting to the Past-President.

### **Responsibilities at Guild Meetings –**

Support the President and Quilting Activities Manager.

### **Responsibilities to the Board of Directors -**

Provide a summary of activities planned for the upcoming year to the Board prior to the January Board meeting.  
Obtain an update of activities from the Quilting Activities Manager one week prior to each Board meeting.  
Provide a budget line-item estimate to the Treasurer for the upcoming year before the October Board meeting.

### **Website, Newsletter and Facebook Expectations -**

None

### **Organization Chart**

The Past President has the following positions reporting to it:

Quilting Activities Manager