



Starlight Quilters Guild Policies and Procedures

President

Description of Role –

Oversee the activities of the Starlight Quilter Guild.

Annual Responsibilities –

Lead the Board of Directors meetings; provide agenda one week before the meeting, secure location one month before, provide treats for the secretary.

Lead the Guild member's meetings;

Assure the business of the Guild continues through the work of the Coordinators and Board of Directors.

Represent the Guild as our Leader.

Provide signature approval on non-budgeted expenses over \$100 with an annual limit of \$1,000.

Seek Board of Director approval for any decisions or decisions that involve the Guild as a whole.

Make decision for meeting cancellations related to weather.

Secures location for monthly meeting and signing the contract annually.

Recruit two members to audit the treasurer books each year. Results communicated to the membership and maintained by the Treasurer.

Responsibilities at Guild Meetings –

Set the agenda.

Manage the meeting.

Manage time

Delegate needs and activities, as applicable.



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Responsibilities to the Board of Directors -

Receive a summary of activities planned for the upcoming year from the Board of Directors at the January Board meeting.

Receive an update of activities from the Board of Directors 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.

Assist the Board of Directors in approving the budget at the October board meeting.

Website, Newsletter and Facebook Expectations -

Write a President's note for the newsletter every month.

Organization Chart

The President has the following positions reporting to it:

Heartland Quilt Network Representative

KCRQF Representative

Treasurer

Secretary

Past-President

Vice-President