



Starlight Quilters Guild Policies and Procedures

Vice-President

Description of Role –

Support the role of the President and prepare to become the President of the Guild the following year.

Annual Responsibilities –

Perform all duties of the President and preside at Guild and Board meetings in the absence of the President.

Serve as a Program Committee member.

Recruit next term of Board of Director members. (Secretary, Treasurer and Vice President) to be voted by the Guild at the November meeting.

Recruit and oversee positions reporting to the Vice-President.

Plan the President's gift near the end of the year.

Responsibilities at Guild Meetings –

Support the President.

Announcements, as needed.

Responsibilities to the Board of Directors -

Provide a summary of activities planned for the upcoming year to the President at the January Board meeting.

Provide an update of activities at the 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 -

Write a newsletter article, as needed.

After any event, report number attended, include 1-3 pictures.

Organization Chart

The Vice-President has the following positions reporting to it:

Guild Meetings Manager

Program Committee