

**OVER THE MOUNTAIN QUILTERS' GUILD**  
**Job Descriptions**

**PRESIDENT**

- Presides at all membership and Board of Directors meetings.
- Is the official representative of the Guild.
- Appoints special and ad hoc committee chairman.
- Creates special committees as needed.
- Informs membership of decisions made and actions taken by the Board of Directors.

**VICE PRESIDENT**

- Performs the duties of the President in the absence or disability of the President.
- Performs duties assigned by the President.
- Serves on the Board of Directors.

**SECRETARY**

- Records minutes at membership and Board of Directors meetings.
- Manages the Guild's correspondence.
- Serves on the Board of Directors.

**TREASURER**

- Receives, disburses, and accounts for all moneys of the Guild.
- Participates as a member of the budget committee in preparing the coming year's budget.
- Will present books to the audit committee for auditing in the first week of January of the following year of the year being audited.
- Works closely with the Membership chairman on collection of dues and at-door fees.
- Works closely with the Membership chairman to maintain an accurate membership roster.
- Serves on the Board of Directors.

**STANDING COMMITTEE CHAIRMAN (Elected Committee Chairman)**

**MEMBERSHIP**

- Collects dues and membership forms.
- Distributes signed membership cards to all paid members.
- Compiles and keeps current roster in conjunction with the treasurer.
- Makes and distributes membership packets to include calendar, roster, and pertinent information.
- Keeps sign-in sheet and collects at-door fees at each meeting.
- Welcome new members and guests
- Extras could include arrangements for door prizes and drawings.
- Serves on the Board of Directors.

**PROGRAM**

- Schedules programs that promote the art of quilting for each meeting.
- Includes hands-on projects such as block of the month and special topic workshops.
- Teachers (besides the program chairman or co-chairman) may be members or guests.
- Makes certain that material requirements, project instructions, and kits are completed for each meeting.
- Serves on the Board of Directors.

### **COMMUNITY SERVICE**

- Represents the interests of the Guild membership as it pertains to issues of community service.
- Seeks out appropriate community service projects and acts as a liaison between the Guild and the recipient agency of the community service.
- Obtains membership approval for large projects requiring participation by a majority of members and/or reimbursements for materials.
- Oversees all community service projects to completion.
- Serves on the Board of Directors.

### **SPECIAL COMMITTEE CHAIRMAN (Appointed by President Elect)**

#### **HISTORIAN**

- Keeps the history of the Over the Mountains Quilters' Guild in a scrapbook.
- Takes photos, collects articles, letters and other memorabilia to be included in scrapbook.
- Encourages input from all members and documents all members through use of a membership form and roster information.
- Makes scrapbook available at regular meetings and special events for perusal by members and guests.

#### **SUNSHINE**

- Sends cards with appropriate messages to any members who may be in need of "sunshine" due to personal illness, family illness, or death in the family.
- Sends congratulatory cards to members when appropriate.

#### **SHOW AND TELL**

- Assists members in filling out information forms and displaying show and tell items at each meeting.
- Requests displays of particular designs or techniques for a special presentation.
- Returns items appropriately.
- Keeps appropriate supplies for show and tell displays.

#### **MEMBERSHIP ROSTER**

- Publishes and distributes a membership roster to the membership. Ensures that updates are made in a timely manner.

#### **INTERNET COORDINATOR**

- Maintains and updates the Guild's Website.
- Updates site monthly or as needed with meeting information. Takes photos of meeting activities and posts on the site.

### **AD HOC COMMITTEES (Appointed by President Elect)**

#### **NOMINATING**

- Submits a complete list of nominees for all of the elective offices and elective committee chairmen by the September membership meeting.

#### **BYLAWS**

- Reviews and revises the Bylaws for membership approval.

#### **AUDITOR**

- Chairs the audit committee.
- Audits the Guild's books no later than January 7<sup>th</sup> of the following year for the year that the books are audited.