

HILL COUNTRY QUILT GUILD, INC. – 2018

JOB DESCRIPTION: PRESIDENT

PURPOSE: Presides over regular and executive meetings. Supervises the activities of the Guild. Signs checks in the absence of the Treasurer. Serves as a liaison with other organizations. Coordinates with the First Vice President in the selection of programs and meetings. Reviews monthly bank statements. Performs any other duties related to the office of President.

ADDITIONAL RESPONSIBILITIES:

1. Responsible for guild banner and gavel.
2. Appoints committee chairmen.
3. Has final approval of the newsletter and the board and guild meeting minutes.
4. Appoints members to annually audit the guild financial records.
5. Submits any receipts for guild expenses incurred to treasurer within 30 days.

HILL COUNTRY QUILT GUILD, INC. – 2018

JOB DESCRIPTION: FIRST VICE PRESIDENT

PURPOSE: Conducts meetings in the absence of the President. Arranges programs and speakers for the monthly meetings of the general membership, including travel and housing arrangements. Coordinates the scheduling for workshops with the Second Vice President.

ADDITIONAL RESPONSIBILITIES:

1. Reconfirms with guest speaker four to six weeks prior to arrival and arrange for his/her ground transportation, meals and lodging when necessary.
2. By year end, works with the Second Vice President (workshops) to prepare a list of program and workshop dates and titles for the next year's guild directory.
3. Responsible for operation of the public address system including making sure it is turned off at the end of the meeting.
4. Plans guild gift for outgoing president. For a one-year presidency give a gift. For a two-year presidency guild members make quilt blocks of president's choice. Relays information to general membership via August meeting and newsletter.
5. Maintains list and information of possible speakers for programs and workshops.
6. Maintains record of expenses pertaining to each guest speaker including fees, workshop fees and expenses, transportation, meals, etc.
7. Submits any receipts for guild expenses incurred to Treasurer within 30 days.
8. By year end, provides copies of all completed contracts and W-9 forms to treasurer for following year's programs, and provide copies of all completed guest contracts containing contact information and supply requirements for the following year to the second vice president.

HILL COUNTRY QUILT GUILD, INC. – 2018
JOB DESCRIPTION: SECOND VICE PRESIDENT

PURPOSE: Conducts meetings in the absence of the President and First Vice President. Works with the First Vice President to arrange and manage workshops and collects their fees.

ADDITIONAL RESPONSIBILITIES:

1. Works with the First Vice President (programs) to prepare a list of program and workshop dates and titles for the next year's guild directory. Submits the calendar to membership chair, newsletter editor and webmaster by the end of October.
2. Prepares a list of the dates of the next year's guild meetings and workshops, and gives to the church secretary to book on the church calendar.
3. Communicates (usually via email) with the teacher to verify workshop being taught and arrange any shipping requirements for supplies and kits. Unless otherwise specified, kit fees are paid directly to the teacher on the day of the workshop. When needed, asks teachers to send samples of their workshop project(s) at least 2 months in advance.
4. Announces upcoming workshops at guild meetings and submits for publication in the newsletter and on the website.
5. Maintains sign-up sheet for workshops, makes supply list available for each student and receives payment in accordance with guild standing rules.
6. Responsible for guild keys to the meeting/store rooms.
7. Submits any receipts for guild expenses incurred to Treasurer within 30 days.

HILL COUNTRY QUILT GUILD, INC. – 2018

JOB DESCRIPTION: TREASURER

PURPOSE: Receives all monies collected by the organization and deposits these funds into a checking account maintained by the Guild for this purpose. Signs all checks for authorized disbursements. Keeps accurate records available for audit. Publishes monthly reports of income and expenses and a budget vs. actual report in the July newsletter. Prepares a budget for the coming year by December of each year, to be published in the January newsletter. The budget should reflect the plans and requirements of the incoming Executive Board and committee chairmen.

ADDITIONAL RESPONSIBILITIES:

1. Maintains records of reimbursements with attached receipts.
2. Maintains an up-to-date inventory of guild property by job position and/or member as required by the IRS.
3. Submits reports to the Treasury Department and IRS as required.
4. Maintains guild laptop and software.

HILL COUNTRY QUILT GUILD, INC. – 2018

JOB DESCRIPTION: SECRETARY

PURPOSE: Takes minutes of all regular and Executive Board meetings. Provides the Newsletter Editor with the minutes of the Guild meetings and a summary of the Executive Board meetings for publication in the newsletter. Maintains a file of reports submitted by outgoing officers, standing and special committee chairpersons. Handles the Guild correspondence. Sends appropriate get well wishes and condolences.

ADDITIONAL RESPONSIBILITIES:

1. Submits board and general meeting minutes to President for approval within 10 days of the meeting.
2. Sends out emails to the guild membership, as needed, as issues arise between publication of newsletters.
3. Submits any receipts for guild expenses incurred to Treasurer within 30 days.

HILL COUNTRY QUILT GUILD, INC. – 2018

JOB DESCRIPTION: NEWSLETTER EDITOR

PURPOSE: Is responsible for the publishing of a monthly newsletter and coordinating its distribution.

ADDITIONAL RESPONSIBILITIES:

1. Prepares layout of newsletter and coordinates input from the Executive Board and members, which may include: minutes from meetings, reports from committee chairs, program and workshop information, calendar of guild events, list of bring 'n brag quilts with descriptions, birthday list for cookie donations, membership form.
2. Collects bring 'n brag info at guild meeting for newsletter input.
3. Establishes monthly deadline and publishes it to all members. Timing should be such that the newsletter is received early in the month before the guild meeting.
4. Maintains and updates the membership roster for mail and email lists. Prepares address labels.
5. Emails newsletter to the printer. Picks up and mails hard copies; emails members the newsletter and posts it to the website. Reports on numbers mailed and emailed each board meeting.
6. Sends out emails to the guild membership, as needed, as issues arise between publication of newsletters.
7. Submits any receipts for guild expenses incurred to Treasurer within 30 days.

HILL COUNTRY QUILT GUILD, INC. – 2018

JOB DESCRIPTION: MEMBERSHIP CHAIR

PURPOSE: Acts as hostess and maintains a sign-in book for each meeting. Collects membership dues for the Treasurer. Informs the President and Newsletter Editor who joins each month and provides a list of members' birthdays in the coming month. Maintains the membership roster. Compiles a list of members who have joined after January and publishes this in the August newsletter. Publishes the Directory at the end of the year and coordinates its distribution.

ADDITIONAL RESPONSIBILITIES:

1. Hands out name tags to guests.
2. Announces total number of members and guests present at the guild meeting when called on by the President.
3. Announces names of guests and new members during meeting and conducts birthday door prize drawing.
4. Distributes and collects membership information forms.
5. Updates each section of the directory as needed. Prints and distributes the updated directory at the January guild meeting of each year. Note: This is done by the outgoing Membership Chairman during transitional years.
6. Submits all monies received to Treasurer monthly, and receipts for any guild expenses incurred within 30 days.

HILL COUNTRY QUILT GUILD, INC. – 2019

JOB DESCRIPTION: NEW MEMBER WELCOME PACKET COMMITTEE

This committee member(s) will be responsible for making new member welcome packets, greeting and registering new members. In addition, the committee member(s) will:

1. sit at the Welcome/Sign-In desk at the beginning of each monthly meeting to greet, register and orient new members to the guild.
2. assist new members in completing the “HCQG Membership Profile Sheet”, including instructions on returning the completed sheet with dues to the Membership Chair.
3. assemble and distribute “New Members Welcome Packet” to each new member
4. maintain all contents of the “New Member Welcome Packet” including:
 - 1 fat quarter
 - 1 current copy of the HCQG Directory (obtain from Membership Chair)
 - 1 Hometown 10% discount card (obtain from Membership Chair)
 - 1 copy of the HCQG Brochure
 - 1 copy of the recent HCQG Newsletter (obtain from Newsletter Chair)
 - 1 Creations Quilt Store ad card
 - 1 One Quilt Place Quilt Store ad card
5. give each visitor a book mark with information about the Hill Country Quilt Guild.

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JOB DESCRIPTION: PARLIAMENTARIAN

PURPOSE: The responsibilities of the office are to see that the bylaws of the Guild are observed, advise the President on parliamentary procedures, chair the nominating committee and participate in board discussions. This position is not an elected office and has no Executive Board vote. Traditionally the outgoing president assumes the position to provide continuity. If the outgoing president cannot serve in the position, it is appointed by the President.

ADDITIONAL RESPONSIBILITIES:

1. Sees that the rules of business are guided by Robert's Rules of Order and the guild bylaws.
2. Chairs the nominating committee annually to identify candidates for office in the guild. The committee will include 2 other guild members who will present a slate at the August meeting and publish it in the September newsletter along with an absentee ballot (if needed). Voting is conducted at the September meeting. If balloting is used, publishes ballot and instructions, count votes, and submits report to the members.
3. Conducts the guild officer election at the September meeting and reports results to the general membership. Prepares ballots for voting if more than one individual is running for an office. Prepares an absentee ballot for the September newsletter. Results should be published in the October newsletter.
4. Chairs the bylaws committee whenever the Executive Board asks for the bylaws to be reviewed or changed. Presents changes to general membership by publishing them in the newsletter. Conducts membership voting on changes.
5. Submits any receipts for guild expenses incurred to Treasurer within 30 days.

HILL COUNTRY QUILT GUILD, INC. – 2018

JOB DESCRIPTION: WEBMASTER

PURPOSE: To maintain the guild website as requested by the members and board.

RESPONSIBILITIES:

1. Updates website pages as necessary within a week of the request.
2. Uploads monthly newsletters for member access on a members' only site when made available by the newsletter editor.
3. Manages the hillcountryquiltguild.com gmail account. Installs a notification or checks the account daily for Contact Us emails. Forward the emails to the responsible board officer and files the email.
4. Annually evaluates the website for image, value and technology improvements. Determines if domain name and host software meet the requirements of the membership. If not, plans and installs the upgrades needed. Consults with the board regarding website software and server requirements.
5. Coordinates with the Treasurer so the domain name and host software fees are paid annually so name and software are not discontinued and lost.
6. Maintains record of expenses and presents receipts to the Treasurer for reimbursement within 30 days.