

**PRAIRIE QUILT GUILD
WICHITA KANSAS
JOB DESCRIPTION
PAST PRESIDENT**

The Past Presidents responsibilities include the following:

- Review the job description.
- Read the reports from past chairpersons.
- To attend board meetings
- Download and review all Board Meeting minutes
- To help the new President in whatever way you can
- Assist the President with the Change-Over Dinner
- Purchase gift from the Guild for the President. Consult the Board members for suggestions.
- Check with the Treasurer for the budgeted amount.
- Facilitate the making of a quilt. This is to be a memento from the Board to the President in appreciation for her work during the year.
- Size and pattern to be determined by Board.
- The quilt will be presented to the outgoing President at the September guild meeting.
- Any expenditure for the quilt needs to be approved by the majority of the Board members before purchases can be made. The amount is divided among the Board members and not from the guild budget.
- To be accountable for Past Presidents Notebook, and expenses incurred.
- To write a report at the end of the term of office.
- To submit copy of end of term report to the President and the Past Presidents Notebook
- To return Past Presidents Notebook to the President at the end of term or when requested.

All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.

Any deviation in policy requires Board of Directors approval.

PQG BOD JOB DESC
MS WORD: Revised 8/2005;Revised 2009;Revised 2011