

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

Article IV, Section 2 of the Bylaws states: "The President shall preside at all meetings and appoint all other committee chairs necessary to the welfare of the Guild. The President shall be an ex-officio member of all committees except the Nominating Committee."

The President serves the Guild; her office carries with it only the rights necessary for executing that office.

The President's responsibilities include the following:

- To prepare the agenda for general meetings and for board meetings
- Download and review all Board Meeting minutes
- To appoint a parliamentarian
- To maintain a key for the Guild's post office box
- To designate someone to collect mail from the post office box at least weekly and to distribute it promptly
- To sign contracts drawn up by the vice-president that fit within the budget
- To have room set up adequately for general meetings, including arranging for quilt racks, extra tables, table signs as needed as well as sufficient chairs [The Vice-President should notify the President if an irregular set-up is needed.]
- To preside over meetings: calling meeting to order, expediting business, recognizing members entitled to the floor, stating and putting to vote all questions legitimately introduced to the assembly, announcing the results of each vote and the effect of the action, deciding all points of order, maintaining impartiality*, refraining from voting except when the vote is by ballot or when the vote would change the result, declaring the meeting adjourned at the proper time
- To appoint committee chairs as needed (see Article IV, Section 2) and to replace any such chairs who fail to carry out their responsibilities satisfactorily [Any Board vacancies are to be filled by the Board—see Article V, Section 5 and Section 6; but appointment of chairs remains the duty of the president.]
The Challenge Committee Chair is appointed in even numbered years (Challenge needs time/money prior to the Challenge year). The Challenge actually takes place in the odd numbered years only.

A new process for appointing the Quilt Show Chair will begin in 2014.

The Quilt Show Chair and Co Chair will have been appointed in 2013

The 2014 President will appoint a Quilt Show Chair Elect in 2014 and the Quilt Show Chair Elect will shadow the Quilt show Chair during the 2014 show and will go on to become the Quilt Show Chair for 2016. The 2015 President will choose the next Quilt Show Chair Elect who will shadow the 2016 Chair, etc.

All Quilt Show Chairs may ask to have a Co Chair.

- To post correspondence and to collect that correspondence at the end of the meetings
- To receive reports from officers and members of the Board of Directors
- To receive reports from other committee chairs
- To maintain an inventory of all guild equipment (e.g. guild banner, screen, projector, etc.)
- To write a monthly letter for inclusion in the newsletter
- To be accountable for the President Notebook, and expenses incurred
- To write a report at the end of her term as President
- To serve a term of Past-President upon completion of her term as President
- To be in charge of the Change-Over Dinner with assistance from the Past President

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*The President must maintain impartiality. This means that the President may participate in a debate and/or express her opinion ONLY after she has first relinquished the chair to the (a) vice-president, or (b) the vice-president elect, or to (c) some other member designated by the chair. The person who assumes the position of chair until the pending question has been disposed of must not have already spoken on the question and is willing to remain impartial (not speaking her opinion). This rule does not apply to discussion on points of order since the president's participation in such debates relates to the function of presiding.

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