

**PRAIRIE QUILT GUILD
WICHITA KANSAS
JOB DESCRIPTION
VICE-PRESIDENT ELECT**

Article IV, Section 3 states that "The Vice-President or Vice-President Elect shall preside at all meetings in the absence of the President or at the President's request". Article IV, Section 4 further states that "The Vice-President Elect shall serve as Assistant Program Chair for the monthly meetings. The Vice-President Elect will assume the position of Vice-President the year following her election."

The Vice-President Elect's responsibilities include the following:

- To review job description
- To review former Vice-President Elect reports
- To attend board meetings
- Download and print all Board Meeting Minutes and put in notebook
- To solicit ideas for speakers from Guild members for the following fiscal year (October through September - when the Vice-President Elect serves term as Vice-President)
- To call or email potential speakers requesting lecture topics, availability, lecture/workshop fees
- To maintain files on prospective, past, and current speakers, sharing those files with the Vice-President
- To plan and make arrangements for ELEVEN (11) months of programs for Guild meetings, keeping in mind: topics, a balance of speakers of local, regional and national reputation distance to be traveled, desirability of workshops, Guild events local events holidays -These programs should begin with the fiscal year (October through September) of term as Vice-President so that budget and planning can coincide. Also this allows the person who contracted the speaker to actually work with the speaker, as opposed to the new vice-president working with the old vice-president's contracted speaker.
- Since the Workshop Chair will not be known as the Vice-President Elect begins planning, they should also keep in mind which speakers would provide workshops of interest to the Guild members and try to schedule those speakers during months when attendance is likely to be high (e.g. historically workshops are not well attended in Nov and Dec. or when nationally recognized speakers are contracted for concurrent months)]
- If a nationally recognized speaker is unavailable within Vice-President Elect's year to obtain speakers, then a presentation to the Board of Directors for consideration of a contract for a future Vice-President Elect's term(s) is required. (Consider that contract money should be budgeted from contingency fund.)
- To use the program budget for the current and previous year as a guide to formulate budget for the fiscal year when serving as Vice-President

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- To prepare and send an unsigned contract (as soon as possible) to the speaker once all information is known (e.g. fees, dates, lecture/workshop topics, type of transportation) for the speaker to review, complete set-up requirements, etc., sign and return. (The only exception would be unknown travel expenses.)
- To submit the contract to the President for signature after it has been returned by speaker. [Contracts are bound only after signed by both the speaker and the President.]
- To make and distribute copies of the finalized contract for the President, Treasurer, Vice-President, Vice-President Elect's file, and the Workshop Chair (if workshops are to be held.)
- To return the original signed contract to the speaker.
- To make sure that current workshop chair is aware and makes arrangements for the upcoming workshops (workshop/facility/promotion/registration) if workshops are planned for October, November or December of the following year.
- To assist the Vice-President
- To meet periodically with the Workshop Chair and Vice-President
- To be accountable for Vice-President Elect Notebook, Vice-President Elect files, monies received, and expenses incurred
- To maintain expenses within budget approved by general membership; verifying approved budget amount and monthly income and expenses on treasurer's books against Vice-President Elect income and expense records
- To submit a written budget request to the Finance Committee for programs for the fiscal year (October through September) of term as Vice-President [Finance Committee will meet in June of current fiscal year]
- Hotel reservations are to be made in advance for anticipated speakers. Hotel sites require dates, names and origination point for speakers.
- To write a report at the end of term of office: (Vice-President Elect report should include: list of dates, speakers, fees, topics as contracted; list of speakers/presenters contracted with reason for contract not established; copy of approved budget for fiscal year; itemized income and/or expenses incurred)
- To submit copy of end of term report to the President, and the Vice-President Elect Notebook
- To return Vice-President Elect Notebook and Vice-President Elect files intact to the President at 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.