

JOB DESCRIPTION – HAAQG EXECUTIVE BOARD

Title: President

Duration of Job: One Fiscal Year (June to May). Officially handed over in May.

Average Number of Hours Per Month: 5-8 hours plus 6 hours each meeting night

Date: 4/4/2010

Description of Committee Function – please be specific:

- Develops and implements agendas and presides at Executive and Board meetings.
- Conducts all general membership meetings and provides agenda for Vice President and Secretary.
- Appoints committee chairs after election and before May meeting.
- Works with Treasurer to make sure at least the Executive Board and one Quilt Spectrum Board chair are NQA members
- Develop recommendation of Guideline changes for approval by board at August meeting.
- Answer questions and provide direction to committee Chairs
- Creates notes for next President.
- Arranges for the Vice President to perform duties in case she is not able to perform duties.
- Disperses all correspondence to appropriate committee chair.
- Works with Executive board to develop a budget for Guild year. Presents budget to board for approval at August Board meeting.
- Develops contract with church and works with church representative to gain approval.
- Serves as single point of contact with church. Programs Chair is back-up.
- Opens and locks church for meeting or makes arrangements for someone to do this (if applicable).
- Writes monthly column for newsletter – May through May.
- Be aware of any ill or deceased members, new baby's etc. Share info with Door Hostess.
- Appoints nominating committee no later than December meeting; allowing time that a slate of candidates is announced at February meeting.
- With Executive Board, appoints Audit Committee at June meeting. Audit committee needs to meet before Executive Board meets (usually July) for new Budget.
- Attends Quilt Spectrum Boards meetings if she/he chooses to do so.
- Makes sure that all job descriptions are updated by the committee chairs
- Traditionally gives outgoing Board members gifts at May meeting.
- As past president, traditionally coordinates blocks to be made for current President.