

## **President**

The President is an elected officer of the Guild. The duties and responsibilities of the Vice-President, as designated in the Guild By-Laws, are as follows: *To preside over all meetings, to be an ex-officio member of all committees except the nominating committee, to appoint or dismiss committee chairmen with the approval of the Board of Directors, to coordinate the work of appointed committees and act as liaison with other artist groups or with community authorities.*

Duties occur throughout the year and include, more specifically, the following:

1. To chair all Business Meetings and to preside according to a prepared agenda that includes approval of prior minutes, review and approval of the Treasurer's report, a hearing and discussion of reports from all other Board Directors and Committee Chairs, and a hearing of old and new business. Robert's Rules of Order are followed.
2. To attend all General Meetings and to preside according to a prepared agenda that includes a pre-arranged program and minimal business announcements. Issues that require a vote by the membership must be presented to the membership in writing by publishing the motion in the Guild newsletter prior to the General Meeting.
3. To ensure that all committees are proceeding toward goals in a timely and effective manner, to take action to head off or resolve problems as they arise. The President should attend committee meetings as warranted by issues.
4. To set the annual President's Challenge theme, collect entries, and preside over the voting, ribbon topper construction, and hanging at the annual Quilt Fiesta.

Last Updated – April 2024