

23/05/01 Job Description - President

To meet the responsibilities of this post, the individual should be able to:

- promote the best interests of the Brunswick Quilters' Guild
- organize a calendar and agendas
- be comfortable leading large and small group meetings
- communicate clearly in speech and writing
- be familiar with the digital formats of the Guild (the website and the Google account, including emails)
- respect and accept a variety of ideas
- encourage a collegial rapport among members

The President's responsibilities:

1. Follow the By-laws set forth by the Brunswick Quilters' Guild.
2. Set the agenda for the monthly Board Meeting (1st Tuesday of the month, 9:30 at the church), based on current needs and concerns. Send the agenda to board members one week prior to the board meeting. Make any adjustments to the agenda per requests from board members.
3. Conduct the Board Meeting: start on time, follow the agenda, keep discussions on track, ask the Board for information and feedback, reach consensus for decisions.
4. Set the agenda for the monthly Business Meeting (2nd Tuesday of the month, 10:00 at the church), based on Board Meeting decisions.
5. Arrive sufficiently early on meeting days to be available to members who have questions or concerns.
6. Conduct the Business Meeting; start on time, follow the agenda, encourage participation.
7. Make sure all committees are staffed in a timely fashion.
8. Welcome new members.
9. Outside of meeting times, make sure any issues, concerns or questions from members or the public regarding the Guild's responsibilities or activities are addressed. Consult board members when appropriate.
10. Prepare a monthly "Message from the President," and submit to the Newsletter Editor by the date of the board meeting each month.
11. Serve as backup to the Treasurer in bank transactions when necessary.