

# Greater San Antonio Quilt Guild

## President

### Job Description

Revised June, 2024

1. PURPOSE: To serve as the executive officer of the guild.
2. RESPONSIBILITIES:
  - a. Supervise and conduct all business and affairs of the guild.
  - b. Preside at all meetings of the guild and the Executive Board.
  - c. Be bonded and shall be authorized to sign checks, deposit monies, and take care of other financial matters in cooperation with the Treasurer.
  - d. Sign any deeds, mortgages, bonds, contracts, or other instruments which the Executive Board has authorized to be executed. The Executive Board may authorize other officers to sign such documents.
  - e. Have final approval of the newsletter.
  - f. Compose board and general meeting agendas and distribute in advance as appropriate.
  - g. Receive and save committee reports from board members and from committees reporting directly to the President.
  - h. Be responsible for Distinguished Service Awards, Calico Roses, and Rosebuds, maintaining a record of recipients.
  - i. Serve as liaison to the administration of the meeting place.
  - j. Prepare and confirm yearly schedule in advance and confirm dates and times with administration of meeting place. Update schedule as needed.
  - k. Be responsible for the keys to the meeting hall and the guild post office box.
  - l. Prepare the President's monthly letter and other information as needed for the newsletter.
  - m. Ensure with Treasurer that surety bonds are executed as appropriate: President, President Pro Tempore, Treasurer, and Secretary.
  - n. Ensure with Treasurer that liability insurance is maintained for all guild meeting places, and that property insurance is maintained on storage units.
  - o. Ensure with Treasurer that guild pins, distinguished service pins, and officers' name pins and service bars are ordered in a timely manner. Name pins and bars for new board members should be available for the December transition meeting.
  - p. In case of an emergency that cancels a guild meeting or event, notify the designated board member initiate the announcement to all members. Notify the meeting place administrators as appropriate. The "emergency" as it pertains to guild activities is at the discretion of the President.
  - q. Carry basic secretarial and first aid supplies to guild meetings.
3. REPORTING and RECORD KEEPING
  - a. Store all records and reports digitally in a manner agreed upon by the Executive Board.
  - b. Maintain hard copies of files, including facilities contracts and schedules, for her/his successor.
  - c. Maintain an inventory of all guild supplies in her/his possession.
  - d. Ensure with Archivist that legal and historic documents are retained.
  - e. Initiate Executive Board review of Job descriptions, By-laws, General Information, and Policies statements every five years, or sooner if necessary.
4. Uphold policies as a standard for all guild members.