

Greater San Antonio Quilt Guild

President Pro Tempore

Job Description

Revised January 2026

RESPONSIBILITIES

1. Act as president when needed.
2. Maintain bond status.
3. Organize storage.
4. Manage the Guild's fabric stash.
5. Oversee the permanent quilt collection.
6. Be responsible for Secret Pal.
7. Updates job description as responsibilities change.
8. Reviews job description with your successor in advance to prepare her/him for their new role.

COMMITTEE CHAIRMEN REPORTING TO PRESIDENT PROTEMPORE

1. Fabric Czar
2. Secret Pal Chair
3. Permanent C
4. ollection Chair