



Quilters' Connection

Executive Board Officers Job Descriptions

The preparers of this document suggest that service in each position should be one year in length - the VP serves for one year and then moves up to be President for one year. This requires a total of a two year commitment when agreeing to take on the Vice Presidential role (although if the need ever arose, under the rules in the by-laws, each position could serve longer.)

President Description

The President is the general manager and chief executive officer of QC subject to the control of the Board of Directors. The President shall be responsible for:

Oversight

- Guiding QC to further its mission through encouraging that the Board's directives, policies, and resolutions are carried out;
- Overseeing QC's membership, volunteerism, and organizational culture;

Executive Board Responsibilities

- Developing, informing, and supporting the board and the board committees to carry out their functions;
- Leading QC's planning processes;
- Setting priorities and agendas as well as presiding at all meetings of the Board Executive Committee and membership meetings;
- Assuring ongoing recruitment, development, and contributions of Executive Board and Board of Directors members;
- Working with QC's activities chairs to develop a yearly budget;

Administration and Authorization

- Ensuring legal compliance as a 501C3 with state and federal requirements;
- Having the authority to sign legal documents on behalf of QC. This includes the ability to sign corporate checks, although other officers may also have this power.
- Fostering external relationships;

Vice President Description

The role of the Vice President shall encompass:

Gaining Insight for Presidential Position

- Learning all aspects of QC and taking on mutually agreed upon Presidential roles; Preparing to fulfill the duties of the President;

Administrative Support

- Managing emails coming through QC@quiltersconnection.com; Apprising the President of pertinent issues that may arise; Reinforcing and supporting the President in her duties;

Preparation for Leadership

- Leading membership and Executive Board meetings if the President cannot; Taking over the role of President if necessary.

Secretary Job Description

The role of the Secretary is to be the repository of the Executive Board and the Board of Directors activities, advise on QC procedures if needed and be the link with the Secretary of the Commonwealth on QC's non-profit status.

Oversight

- Each summer set up a notebook for retention of minutes, filings with the Commonwealth or any other document that the President may ask to have kept.
- Make sure you have the notebook (passed from the previous Secretary) with the Articles of organization, By-laws, QC Handbook, Committee Overviews, Job descriptions, Forms to be filed with the Commonwealth and copies of previous filings, tax returns and Roberts Rules of Order. Be familiar with these documents in order to answer questions and give guidance at meetings.

Executive Board and Board of Directors Responsibilities

- Take notes at all Executive Board and Board of Director meetings. The Executive Board meets monthly. The Board meets irregularly when needed.
- Write up a draft of the minutes and send them out to the Executive Board or Board of Directors for corrections and clarifications. Make the corrections and resend them. Keep a physical copy in a notebook.
- Call for approval of the minutes at the beginning of the next meeting.
- Take notes at the Annual Meeting of the Membership every May. This is the meeting where the President, Vice President, Secretary and Treasurer are elected. Record the number of members present and the vote counts. Send the minutes out for approval. This meeting is a requirement of non-profit status so a formal recording of this meeting is important and may be called for by the state, banks or other entity.

Administration and Authorization

- Make sure webmaster has copies of minutes to post on the website (this can be accomplished by simply adding webmaster's email address to Executive Board and Board member mailings).
- File Change of Directors Form and Annual Report (along with a check for \$15.00) with the Secretary of the Commonwealth by November 1 each year.
- Ensure that any vote needed by the membership at the May Annual Meeting be outlined in the April newsletter.
- Pass along all files and notebooks to the next QC Secretary.

Treasurer Job Description

The Treasurer oversees all financial aspect of the guild. A financial background is usually necessary for this position.

The Treasurer is responsible for all Guild monies and disbursements.

Duties include but not limited to:

Operations

- payment of all expenditures for venue rental, Guild obligations, insurance, sales tax, etc;
- payment of checks to members and/or vendors on approved receipts;
- deposit funds to the Bank of America;
- reconcile bank accounts on a monthly basis;
- maintain a systematic file of all documents and vouchers;
- account for funds for all Guild sales and events;
- Signing Officer of the Guild;

Reporting

- Prepare federal tax return (990 EZ) and required reports to the Attorney General's Public Charities (Form PC) with the help of a bookkeeper/accountant if needed, providing required documents to be entered into the books and checking completed work with a submission tax return deadline of January 15;
- Prepare 1099 Misc forms for speakers and presenters who were paid \$600 or more and send to the individual, as well as the IRS, and MA Department of Revenue before January 31;
- Present regular financial reports to the Executive Board and to the membership meetings (at least once a year), with explanation of any anomalies;

Executive Board Responsibilities

- Attend Executive Board and membership meetings;
- Assist the President in preparation of annual budget;
- Be the liaison between the Guild and the insurance company.