

Prairie Star Quilters Guild  
Position Description

**Chapter Vice-President (Day and Evening)**

**Purpose:**

The incumbents in these two positions serve as the primary points-of-contact for each of the two PSQG chapters.

**Term and Qualifications:**

Elected for a one-year term. There is no limit on the number of terms. The current Nominations Chair may not be on the slate for this office.

**Major Responsibilities as Contracts Chair:**

1. Serves as a member of the Board and attends Board meetings.
2. Presides over appropriate chapter meetings
3. With counterpart, creates a joint agenda (same agenda for both chapter meetings).
4. After each meeting, annotates agenda and forwards annotated version to Guild Secretary to post on Yahoo PGQG Board website to serve in lieu of minutes.
5. Serves as the liaison between Chapter members and the Guild Board of Directors.
6. Arrives one hour before a Chapter meeting. Ensures that the meeting room is unlocked, assessable to attendees, and appropriately arranged. Ensures that the sound system is working, seating is appropriate, and tables are set up for refreshments, education, library, workshop sign-ups, and others as needed.
7. Remains until all business is completed. Ensures that all equipment is put away as necessary, refreshments are cleared up, cabinet is secured, and room is left in an orderly fashion. At night, locks outer door. (If a workshop follows the day meeting, the Programs V.P. will ensure that the door is locked.)
8. In rotation with the President, writes lead article for monthly newsletter.
9. Appoints a member to the following positions: hospitality and UFO (day chapter only). If other Board Chairs (e.g., workshop, programs, education, etc.) require assistance, may suggest appropriate individuals.
10. Attends the transitional meeting to provide the successor with detailed information to facilitate a smooth transition.
11. Annually reviews position description and recommends changes as needed to the Board.