

Prairie Star Quilters Guild  
Position Description

**President**

**Purpose:**

The incumbent serves as the primary point of contact for the Prairie Star Quilt Guild.

**Term and Qualifications:**

Elected for a one year term. May not be elected to a third consecutive term. Previous Board experience is required. The current Nominations Chair may not be on the slate for this office.

**Major Responsibilities:**

1. Chairs all Board of Director and Executive Board meetings.
2. Prepares agendas for all Board of Director and Executive Board meetings.
3. Chairs Chapter meetings if the Chapter Vice-President is unavailable.
4. Chairs all joint Chapter meetings and conducts the annual election for the Guild's Board of Directors.
5. Approves and signs all Guild legal contracts, including speaker and workshop teacher contracts. Reviews tax returns prepared by the treasurer. Maintains a file of all such contracts.
6. Distributes mail from Guild mailbox.
7. In Treasurer's absence, signs checks for Guild expenses. Signs checks for expenses incurred by the Treasurer. *Note: All checks over \$1,000 must be co-signed by the President and Treasurer.*
8. In rotation with Chapter Vice-Presidents, writes lead article for monthly newsletter.
9. Oversees all Guild activities in accordance with current by-laws.
10. With input from the Nominations Committee, fills unexpired terms of Executive Board members by appointment.
11. Works with Treasurer and Board to prepare an annual budget for Executive Board approval.
12. Appoints a committee to audit the Guild financial records in the month after the Guild fiscal year ends.
13. Serves as an ex-officio member of all Chapter and Guild committees except the Nominating Committee.

14. Organizes the transitional Board meeting and ensures that all incoming and outgoing Board members attend and all necessary information is transferred.
15. Serves as the contact for visiting guilds to schedule raffle quilt presentations.
16. Schedules Board of Director's meetings and distributes a list at the first meeting of the new Board.
17. Annually reviews position description and recommends changes as needed to the Board.