

## President

### Purpose:

This position serves as the primary point of contact for the Prairie Star Quilt Guild.

### Term and Qualifications:

Elected for a two-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. Serves as a member of the Executive Board of Directors.
2. This position holds one voting position on the Executive Board of Directors.
3. Attends all Executive Board and Board of Directors meetings or submits a written report.
4. Schedules and chairs all Board and Executive Board meetings.
5. Prepares agendas for all Board Executive Board meetings.
6. Emails the agenda to board members prior to the meeting.
7. Posts the agenda in the Guild's electronic document repository (Google Docs or similar).
8. Chairs Chapter meetings if the Chapter Vice-President is unavailable.
9. Chairs all joint Chapter meetings and conducts the annual election for the Guild's Board of Directors.
10. Serves as the contact for visiting guilds to schedule raffle quilt presentations.
11. Approves and signs all Guild legal contracts, including speaker and workshop teacher contracts.
12. Reviews tax returns prepared by the treasurer.
13. Works with the Board members to select an appropriate person to pick up and distribute mail from Guild mailbox.
14. In the Treasurer's absence, signs checks for Guild expenses. Signs checks for expenses incurred by the Treasurer. All checks over \$1,500 must be co-signed by the President and Treasurer.  
**Note... the bylaws state that "all checks over \$1,000 must have prior written approval from the President or the Board.**
15. In rotation with Chapter Vice-Presidents, writes lead article for monthly newsletter.
16. Oversees all Guild activities in accordance with current by-laws.
17. With input from the Nominations Committee, fills unexpired terms of Executive Board members by appointment.
18. Works with Treasurer and Board to prepare an annual budget for Executive Board approval.
19. Appoints a committee to audit the Guild financial records in the month after the Guild fiscal year ends.
20. Serves as an ex-officio member of all Chapter and Guild committees except the Nominating Committee.
21. Organizes the transitional Board meeting and ensures that all incoming and outgoing Board members attend, and that all necessary information is transferred.
22. Maintains a list of the position's Guild-owned property and provides a copy of the list to the Secretary. The list may be electronic.
23. Regularly checks the Boards email account for position related correspondence.
24. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
25. Annually reviews its own position description and recommends changes as needed to the Board.