

# VQG JOB DUTIES MANUAL

January 2020

## Executive Board

1. Consists of the five elected officers and the parliamentarian.
2. Each Board member shall have a copy of the By-Laws, Job Duties Manual and Guild Policies in their binder.
3. Board members will keep in this binder, notes, ideas, correspondence and anything of value to make it easier for the next person holding this office.
4. These binders will be turned in to the President at the end of the term.

## The President shall:

1. Be chief officer of the Guild, presiding over General meetings and Board meetings.
2. See that the officers and chairmen fulfill their duties in a timely manner.
3. Appoint Standing Committees, By-Laws and Nominating Committees.
4. Provide and distribute binders to elected officers and chairpersons, keeping an inventory and check out system for these binders and any other Guild property used by these officers and chairpersons. President must enforce this rule.
5. Instruct the Secretary regarding the issuances of notices and general correspondence.
6. Receive financial reports from the Treasurer.
7. Appoint a nominating committee by March for election of new officers.
8. In June the outgoing President is to appoint two members, other than the Treasurer, to do an internal review of the Treasurer's books, and the Quilt Show books. They will present a signed statement to the President that the books have been examined and everything appears to be in order. Both reviewers may examine the books independently and must complete the review by September 1<sup>st</sup> and present findings at the September board meeting.
9. Maintain a permanent file of all guild and quilt show tax documents and Internal Review. Make sure to ask Treasurer for copies of all tax documents filed.
10. Should always have a copy of our 501(c) (3) papers.
11. Keeps the guild Insurance policy. Is responsible for talking to the agent about the policy and getting certificates of liability.
12. Plan the gift for the Quilt Show Chairman, for presentation at the March Meeting. The value should be \$100 or \$75 each if there are co-chairmen.
13. Appoint a Bylaws Committee to review Bylaws in January of even years. If there are proposed changes these must be printed in the Newsletter and

presented to the membership at the April General Meeting and voted on at the May General Meeting.

14. Have keys to the P.O. Box and storage units.
15. Set Board meeting location and dates.
16. Be a member of all committees except the Nominating Committee.
17. The President, in conjunction with the Treasurer, and 1st Vice President prepare a yearly budget, which must be voted on by the Board. An interim one month budget must be prepared and voted on in July.
18. See that the mail is picked up in a timely manner.
19. Check that the Vice President has sent contracts two or more years in advance to popular quilt teachers/speakers, who need to be booked well in advance of the time to insure they will be available to come to a Valley Quilt Guild program.
20. Be authorized to sign checks.
21. Prompt members to clean up after themselves.
22. Shall appoint/select a Quilt Show Chairperson 18 months prior to the Annual Quilt Show Dates to ensure the Guild has an approved Show Theme, Colors, and Opportunity Quilt for the Annual Show. If no Chairman is selected, the Executive Board assumes this responsibility until such time as a Chairperson is selected or appointed by the President.

#### **The First Vice President shall:**

1. Work with the Second Vice President to choose and arrange General meeting programs.
2. Schedule programs for six months past term of office and contract popular quilt teachers/speakers two or more years in advance of the time they are desired to come to a Valley Quilt Guild program in order to insure that they will be available to fill desired dates.
3. Facilitate all programs during the term of office.
4. Provide publicity information regarding events to Second Vice President.
5. Provide the Treasurer with an itemized statement for payment to speakers and class instructors before the General meeting begins and retain a copy for her records.
6. Perform such duties and responsibilities as requested by the President and/or the Board of Directors.
7. Conduct Guild meetings and/or Board meetings in the absence of the President.
8. Assume all duties and responsibilities of the office of President in the event the President is unable to complete the term of office.
9. Take charge of all meeting programs and classes. This includes communication, contracts, travel plans, accommodations and other arrangements for speakers.
10. Make plans to take the guest speaker to dinner to coordinate last minute changes to program for the evening.
11. Oversee the management of physical facilities arranged by the Facilities Chairperson.

12. Select the outgoing President's gift. The maximum to be spent by the Guild will be \$150. To be presented at the President's last meeting.
13. Direct the planning of the Christmas party with the Board.
14. Prompt members to clean up after themselves at General meetings and Workshops.
15. After serving the term as First Vice President it is expected that this officer shall remain on the board as an ex officio officer for the months of July through October. This is to assist the new First Vice President by working with those program/class presenters that were hired during the previous term of office. If this is not possible then the outgoing Second Vice President shall expect to fulfill these duties.
16. Responsible for bringing a quilt rack for program/classes.

**The Second Vice President shall:**

1. In cooperation with the First Vice President, choose and plan all programs.
2. Assist the First Vice President in all of the duties as described therein and perform such duties as requested by the President and/or Board of Directors.
3. Serve as Publicity Director as pertains to General Meetings and classes and submit a monthly news article to the Newsletter Chairperson, the Webmaster Chairperson and to the Publicity Chairperson in an electronically reproducible fashion.
4. Handle sign-ups for workshops at the Guild meetings, verifying membership in the guild and collect workshop fees to be given to the treasurer in a timely manner.
5. Obtain samples and supply lists for workshops in a timely manner.
6. Assist the guest instructor at classes, seeing that everything runs smoothly, and supplying lunch for the instructor.
7. If for some reason the First Vice President is not able to fulfill #15 under duties, then the Second Vice President shall be committed to stay on the board from July through October of the next term.
8. Prompt members to clean up after themselves.
9. Notify the newspaper as needed about events and/or meetings, if there is no Publicity person.

**The Secretary shall:**

1. In accordance with Roberts Rules of Order record minutes and all actions taken at all Board meetings, Executive Board meetings and any other General Meetings where business is conducted, to include motions and actions.
2. Provide electronic copy of the minutes to the Board prior to the Board Meetings.
3. Be responsible for Guild correspondence.
4. Be custodian of all correspondence and minutes.
5. File the minutes as they are published with any corrections made by the Board.
6. Perform such duties as requested by the President and/or Board of Directors.

7. Arrange for a substitute if unable to record minutes at meetings.
8. Submit an electronically transmitted draft of the month's minutes to the Newsletter Chairperson to be published in that month's Newsletter.
9. Be authorized to sign checks.
10. At the end of term, provide annual minutes to the property person for archiving.
11. Update mailbox point of contact annually, and have a key to the P.O. Box.
12. Will pick up mail in a timely fashion.
13. In June, will write an authorization letter for the new team to take to the bank, to change the signature cards for the new officers. The President signs the letter.

**The Treasurer shall:**

1. Have the care and custody of all General Guild funds.
2. Receive monies, issue receipts for same, and deposit funds promptly.
3. Receive proper vouchers and disburse funds as provided for in the budget.
4. Verify that all checks have one of the following authorized signatures: Treasurer, President, First Vice President or Secretary.
5. Keep a proper set of books, which close June 30.
6. Chair Budget committee in conjunction with the President and 1<sup>st</sup> Vice President to prepare budget for the year.
7. Before the July Board meeting, prepare an interim one month budget for the new board to vote on.
8. Prepare monthly financial reports for the Board Meeting and provide electronic copies to the board prior to the Board Meetings.
9. Prepare and file in a timely manner all tax papers and maintain a Tax File history to be passed on to new Treasurer and give copies to the President.
10. Deposit money separately that comes in from the annual quilt show, new members who join at that show or beyond that date, and renewing members paying for the upcoming year. This money does not come into the budget until the next term in July.
11. Place a notice in the May Newsletter reminding members to submit their VQG bills for reimbursement. And send a reminder to chairpersons that bills turned in for reimbursement after June 30 will not be paid.
12. Hold in the Savings Account a minimum balance of \$5000. Be aware that as a non profit organization there is not to be more than \$50,000 in the Treasury, to avoid more reports and taxes to the Franchise Tax Board.
13. Keep a separate accounting for fair quilt money and expenses, due to an original agreement. Money may only be used on expenses that will be used at the Fair and Quilt Show.
14. Instruct that unbudgeted expenditures must be approved by the Board.
15. Deposit checks from classes promptly.
16. Be authorized to sign checks along with the President, Vice President and Secretary.
17. Prepare an end of-the-year financial report by the July Board meeting to present to the new board.

18. File form S1-100 Statement of Information, and provide copy to the President.
19. At the end of the fiscal year after the Internal Review, books are delivered to Property for archiving.
20. Maintain a permanent file of all guilds and quilt show yearly fiscal records to include receipts, statements, tax documents and statements from the internal revenue.

**The Parliamentarian shall:**

1. See that all business is conducted according to the Bylaws and Roberts Rules of Order, Revised Edition.
2. Refer to Bylaws, Job Duty Manual and Guild Policy should any questions arise.
3. Up-date the Job Duties Manual and Guild Policy Document when the Board makes changes or additions and review in January with the By-laws
4. Convene a meeting in January of even numbered years to review the Bylaws or as requested by the President and/or Board.
5. Chair the Bylaws committee, which consists of 2 Executive Board members and 2 general members in consultation with the President.
6. Make a Bylaws Committee report in April at the General meeting.
7. If changes are recommended, publish the changes in the Newsletter prior to the May General Meeting and vote on the changes at the May General Meeting.

**Chairpersons**

**General Duties of All Chairpersons**

1. There will be one chairperson per committee, with as many assistants as deemed necessary.
2. Each chairperson is to keep a binder in his or her possession with a current copy of the Bylaws, Job Duty Manual, and Guild Policy Document.
3. The binder is to keep ideas, activities, notes, correspondence, and anything valuable for future committee chairs. The binder must be returned to the President by June General Meeting.
4. Attend all monthly Board Meetings or send a representative if unable to attend.
5. All chairpersons are responsible for returning all supplies associated with committee business to the President at the June General meeting of each year.
6. All monies are to be turned in to the Treasurer by the June General meeting.

**Bylaws Committee shall:**

1. Consist of Parliamentarian as chairperson, 2 Executive Board members and 2 general members at large in consultation with the President.
2. Function in January of even numbered years.
3. Review Bylaws for changes, updates and consistency of wording.
4. Review the Job Duties and Policy when reviewing the by-laws.

**Community Service Chairperson shall:**

1. Coordinate any and all projects approved by the Board. Such projects are to benefit the community and not individuals, no matter how worthy the cause.
2. Turn in supplies and projects, whether completed or not to new chairperson at the June General meeting.
3. Control expenditures and account for funds designated for Community Service.
4. Along with the Board choose those groups to receive quilts made by the Guild.  
Donations of quilts, wheelchair bags and walker totes made by Guild members have been given to the Foster Child Program, Juvenile Hall, Shriners Hospital, members of Camp Singer, Breast Cancer fundraising, and Sutter Health Cancer Center. Future quilts may be donated to any of these existing programs or similar charitable organizations as approved by Guild Board members upon request in writing from said groups.
5. Arrange with the President to be on the agenda to present these quilts to said groups at a General Meeting.
6. Have someone from the receiving organization present at the meeting to receive the quilts.
7. When there is room available, have a display at the Quilt Show to better inform the public of how the Guild contributes to the community.
8. Turn in bills to Treasurer no later than the June Board meeting.
9. Storage of supplies and projects are at the discretion of the chairpersons
10. Submit a budget for the fiscal year

**Facilities Chairperson shall:**

1. In July, arrange sites for General and Board meetings.
2. Arrange for class locations in coordination with the First Vice President and see that contracts are agreed upon.
3. Obtain keys to open and close locations. Check on setup and takedown of facilities.
4. Arrange for a guild member to be present to open and close locations.
5. Prompt members to clean up after themselves.
6. Early in the year see that a place has been reserved for the annual Christmas Party and that a deposit has been made.

## **Yuba- Sutter Fair Liaison, Fair Block Contest, Fair Hostess, Fair Set up**

### **Chairpersons shall:**

#### **Liaison shall**

1. Work between the Fair personnel and Guild to oversee the Fair Set Up and Fair Hostess and Fair Block Contest.
2. Include checking upon the changes in the premium book, quilt entry information, updates with Quilt Show Chairperson for the discount of the building for the Quilt Show in exchange for acting as Building Superintendent and work with setup for the building theme.
3. Encourage and help the Fair Hostess arrange for workers during the run of the Fair.

#### **Fair Block Contest Chairperson shall:**

1. Get the information and present this to the membership regarding the Block Contest Theme and general entry forms for exhibit of quilts and other items.
2. Make arrangements for judges.
  - a. Oversee the judging and ribbon placement when the blocks are put up for display at the Fair.
  - b. Judging is closed to the public.
  - c. Judging may be private.
3. Obtain left over opportunity quilt tickets for use to sell chances to win this quilt. If no tickets available, have some printed or buy some.
4. Provide a box to receive the contest blocks and entry blanks.
5. Provide the Fair office with the name of the quilt winner.
6. Make arrangements for someone to assemble the quilt and a quilter to quilt it and someone to complete the binding and a label. The quilter is to be paid \$200 from the raffle funds to quilt the quilt. Supplies for finishing the quilt, prior to purchasing, should be obtained from Community Service.
7. Arrange the marketing and display of the quilt at the Fair and Guild meetings.

#### **Fair Hostess shall:**

1. Act as the official Home Arts Building Superintendent during the Fair.
2. Get sign-ups for workers to work two-hour shifts for the duration of the Fair and provide the Fair office with the names of the workers and obtain passes for workers.
3. Train workers to be friendly but not to allow exhibits to be touched or food to be brought into hall. Encourage them to answer questions, but not about how things were judged. Encourage them to sell tickets on the Fair quilt and give out guild membership information.
4. Check with the Fair to obtain any necessary signage such as "Do Not Touch" "No Food in Building".
5. Oversee the collection and accounting of money collected from quilt chance sales
6. Turn this money over to the Treasurer promptly to be posted in a separate category called "fair quilt".



7. Oversee the opening and closing of the hall each day.
8. Direct the drawing of the winning ticket and inform the Fair office and the Block Contest Chairperson the name of the winner. If this is an unknown person, the quilt is left at the Fair office for them to give out. If known by a Guild member who is present at the drawing, the winner may be informed directly.
9. On Monday morning after the fair have a takedown committee.

**Fair Setup shall:**

1. Plan the decorations in cooperation with the Fair personnel to carry out the Fair theme.
2. Provide signup sheet for fair setup day.
3. Arrange with the Property chairman to bring quilt frames and any necessary supplies from storage and oversee the return after the fair.
4. Direct the setup workers in attractively displaying the fair exhibits and placing the ribbons on exhibits.
5. Provide a lunch for all workers, which will be reimbursed by the Guild.

**Hospitality Chairperson shall:**

1. Take care of the front desk at monthly meetings, greet guests, and provide handouts and Newsletters for those who request them.
2. Keep and maintain sign in book for guests and provide paper name tags for guests.
3. Have business cards and welcome letters at table.
3. Arrange for reprinting and editing of Welcome Brochure as needed.

**Membership Chairman shall:**

1. Accept annual membership renewals and dues as provided for in Bylaws.
2. Keep accurate records of members and affiliates.
3. Inform Newsletter Chairperson who has paid current dues.
4. Turn money into Treasurer promptly.
5. Collect dues in full regardless of the time of renewal for returning members, or new members who join before the quilt show.
6. Issue membership cards and receipts of dues if requested.
7. Supply member names and address information in a compatible format for electronic reproduction for the Newsletter mailing when needed.
8. Provide electronic rosters to members and affiliates in August and provide periodic updates in conjunction with Newsletter Chairperson.
9. New Member packets should consist of: membership pin, at least one pattern for a name tag, that year's Quilt Show pin, and guide to what is available in the guild etc. Let them know how to access our website.
10. Grant new members who join the Guild at the Quilt Show or during the next two months paid up membership through the following year, 14 months.



11. Inform Newsletter Chairperson and Vice Presidents of new members as soon as they join.
12. See that Charter members are listed on a separate page in the Roster.
13. The Guild Roster is for the exclusive use of the members of the Valley Quilt Guild and this should be posted on the front page of the roster: “NOT TO BE USED FOR COMMERCIAL PURPOSES”.
14. Send notice of renewal to affiliate members in May.
15. Notify affiliate members that dues are \$24.00 per year as established by the Board. This fee entitles the affiliate to have their name, address and phone number included in the monthly newsletter. It also entitles them to one free business card size ad per year, recognition at the Quilt Show. An affiliate may also purchase advertising as listed below.
16. Bill and collect from affiliates the appropriate fees and advertising copy to place their information and any advertising in the Newsletter and gives information to Newsletter Chairperson.
17. Keeps track of Affiliate advertising placement and fees.
18. Be available or have a representative at the information booth during the quilt show, to welcome new members that join at the show and present them with a new member packet.

### **Advertising Rates**

The monthly Newsletter will have advertising.

<u>Advertising Rates per Month</u>	<u>Affiliate/ member</u>	<u>Non-Affiliate/non-member</u>
Business Listing	Free	N/A
Business Card Ad	\$ 5.00	\$10.00
Quarter Page	\$10.00	\$20.00
Half Page	\$15.00	\$30.00
Full Page	\$20.00	\$40.00

Affiliate members receive 10% savings for paying for one year of ads at a time no later than June 30 for the fiscal year beginning July 1.

### **NCQC and QGNQ representatives shall:**

1. Attend quarterly meetings of NCQC/QGNQ.
2. Contact President if you have a report for the Board meeting.
3. Write a Newsletter article for inclusion in the next monthly Newsletter.
4. Ride sharing should be done to attend the NCQC “Meet the Teachers” meetings.

### **Newsletter Chairperson Shall:**

1. Produce and distribute the Guild Newsletter.
2. Attend the monthly Board meetings to obtain information vital to the Newsletter.
3. Include minutes and updates as supplied by the Secretary and Board Members.
4. Publish Board Member articles received in a compatible format for electronic reproduction.

5. Put the Newsletter together in the days following the Board Meeting in order to have the Newsletter in the hands of members prior to the General Meeting.
6. Add new members to the electronic list and provide periodic updates.
7. List affiliates in the monthly Newsletter and any advertising as supplied by the Membership Chairperson.
8. Inform Board Members submitting information to be published in the Newsletter that they must submit it in a compatible form to be electronically reproduced.
9. Permit Guild members who are teaching a class to submit their information to be published in the coming events page in the Newsletter for free. They may also purchase an ad.
10. Not be responsible for writing or editing any articles submitted.
11. Guild members may purchase an ad in the monthly newsletter at advertising rates.

**Nominating Committee shall:**

1. Be appointed by the President by March to be composed of 3 members. They will select a chairman among themselves.
2. Be responsible for selecting at least 1 member for each elected office.
3. Present the slate of Officers to the membership at the April General Meeting. Nominations from the floor will be accepted at this time
4. If needed provide ballots for the election of officers at the May meeting per Article VII section 2 in the By-Laws.

**Property Chairperson shall:**

1. Maintain an inventory of the property in the storage unit and equipment checked out to officers. See that the President is presented with a copy of this list.
2. Maintain key log for all keys and receive and distribute keys per job descriptions. Receive and distribute keys to P.O. Box to President and Secretary.
3. Keep storage clean and organized.
4. See that property is kept in good repair.
5. Transport needed property to the Monthly General Meetings.
6. Return all property to storage unit.
7. Be present or designate a representative whenever property is taken from or returned to storage.
8. All quilt frames may be used for various community events only if the Guild is responsible for the display setup and take down.
9. See that the President has a key to storage on her Guild key ring.
10. See that the "Presidential" gavel remains the property of the Guild.
11. Oversee the yearly maintenance of portable quilt frames.
12. Receive minutes and treasurers' books at the end of the fiscal year for archiving in the storage unit.

**Publicity Chairperson shall: (if we have one)**

1. Publicize all events of the Guild as supplied by the Vice Presidents.
2. Notify all local area newspapers about the meetings, special events.
3. Utilize any avenue for publicity that is appropriate for the Guild.

4. Not be in charge of the publicity for the Quilt Show.
5. Keep a record of all publicity.
6. Contact Board if money is needed for publicity.

**Quilt Show Chairperson shall:**

1. Produce the annual Quilt Show.
2. Prepare a budget and present to guild board to vote on before monies are spent for the show.
3. Plan a theme for the Quilt Show and coordinate the Opportunity Quilt with this theme. You must obtain Board approval of the Quilt Show Theme, Colors, Opportunity Quilt, and size of quilt.
4. Oversee the fiscal matters pertaining to the Quilt Show, including but not limited to the responsibility for the Quilt Show bank account and maintain a permanent file of Quilt Show financial records and give copy to President after Quilt Show board meetings.
5. Attend all Guild Board meetings to keep the Board apprised of the Quilt Show plans
6. Restrict the outside sales to vendor sales only.
7. Restrict sales, other than the vendors, to the Guild Opportunity Quilt tickets, Basket Raffle, show pins and name tags.
8. Grant free entrance to members who work on the Quilt Show and/or help set up the show.
9. Select a “Thank you” gift for the featured quilter valued at \$75.00 to be presented at the Show. If there is more than one featured quilter this should be taken into account
10. Present a check of the Quilt Show profits to the Guild no later than the May General Meeting.
11. Featured Quilter is the choice of the quilt show chairperson but any fees to be paid must be approved by the guild board.
12. Is responsible for maintaining a quilt rack for the Opportunity Quilt.
13. Oversee the making of the windsock.

**Sunshine Chairperson shall:**

1. Send cards to members and others with a close relationship to VQG for such Occasions as illness, condolence, new baby, weddings and other special events.
2. Purchase the cards and stamps for these needs as budgeted by the guild.

**310 / Totally Me Club Chairperson shall:**

1. At a General meeting introduce the recipient of this award.
2. Present a charm and certificate to member who meets the criteria of this club
  - a. Quilt to measure 310 inches, the total for perimeter.
  - b. Be pieced either by hand or machine by one person.
  - c. Be quilted by hand or machine by that same person.
  - d. Must be shown at General Meeting.
3. Put an article in the Newsletter periodically reminding members about this award.
4. Maintain Totally Me Club as defined in its description.

**Webmaster Chairperson shall:**

1. Oversee the design of the website.
2. Maintain on a regular basis (monthly) the information on the website. Make sure you are including newsletter, speakers, workshops, Quilt Show information and our Featured Quilter. Include pictures whenever possible on all subjects.
3. Keep domain name current. Coordinate with Page Design and they will help with this.

**Social Media shall:**

1. Manage social media presence of Valley Quilt Guild.