

### **President's Job Description**

- \*Preside at all Executive Board and General Membership meetings
- \*Set up appropriate times for Executive Board to meet
- \*Make agendas for each meeting
- \*Responsible for general management and supervision of Palouse Patchers
- \*Check email at [palousepatchers@gmail.com](mailto:palousepatchers@gmail.com) regularly
- \*Ensure that committee chairmanship positions are filled
- \*Ensure that officers and committee chairs are aware of and carrying out their responsibilities
- \*Keep a notebook with all relevant data
- \*Ensure dates/times for meetings and special events with appropriate venues
- \*Submit relevant data to person responsible for monthly PP newsletter
- \*The president's name is on the bank account
- \*Sign reimbursement vouchers as requested by Treasurer
- \*Look over monthly bank statements
- \*Have possession of keys (cupboards and post office box)
- \*Open cupboards as needed - especially before meetings. Bring out microphone & speaker and signup sheets & name tags. Return same to cupboards at end of meetings and lock cupboards. Lock outside door in kitchen at end of meetings.
- \*Any other duties that might come your way!!!

### **Vice President Job Description**

- \*The Vice-President is primarily responsible for arranging the programs for the meetings, except for the meetings that are parties (i.e. December for the Christmas party, and the last meeting of the year, May or June). This can involve persuading members to speak on some aspect of their quilting life, or a technique that they enjoy or are skilled at, or a trunk show. It can also be requesting or arranging for an expert speaker or teacher from out of the group.
- \*All speakers are paid \$100 total for their effort. The VP arranges the payment with the treasurer, to include name and address. The VP also makes the introduction of the speaker at the PP meetings.
- \*The VP stands in for the president if she is not available.
- \*The VP does additional tasks as assigned by the president.
- \*VP attends board meetings.

### **Secretary Job Description**

- \*Attend Board and General Meetings.
- \*Record or take notes-then transcribe into Minutes.
- \*Send to President, who approves them, and the president sends them on to the newsletter editor, to be put on the website.
- \*Keep copies of minutes, treasurer's report, budget and agendas, put them in a binder. Store in the bag with past year's binders.
- \*Pick up the sign in sheets of guests if Julie Trail is not at the general meeting and forward them to her.
- \*Keep copy of constitution and by-laws.

### **Duties of Membership chair:**

- \*Provide and collect sign in sheets at each meeting. Keep record of attendance and of guests. Send guest email addresses to Newsletter person, who adds them to the e-list and sends them a welcome email with various bits of information about the guild.
- \*Facilitate formation of small groups
- \*Produce membership book (generally once every two years) This includes maintaining up-to-date contact information for members.

### **Fair Quilt Superintendent Job Description**

- \*Closely communicate with the Fair Office
- \*Pre-check their "quilt" box to be sure it has everything needed
- \*Provide hard copies of sign-up pages at the Palouse Patchers September meeting AND coordinate with person responsible for the PP Newsletter for on-line signups
- \*Arrange for estimated number of frames to the venue as well as quilt show signs and tubs of hangers
- \*Supervise frame set up
- \*Request correct number of tables and late spots for various classes and divisions of entries
- \*Supervise entry process

- \*Hang entries by grouping class entries together (ex. wall quilts/bed quilts/youth)
- \*Instruct judges and scribes and oversee judging process
- \*Punch entry cards in award spots and hang ribbons
- \*Accompany judges to provided lunch
- \*Deliver completed judges notebook to fair office
- \*Fill in at raffle ticket sales table in any empty spots in the schedule
- \*See to the cash box at beginning and end of each day
- \*Oversee take down and check out to be sure all entries are protected
- \*Return frames, etc. back to shed in good condition
- \*Breathe a sigh of relief for another year

### **Web Site Administrator Job Description**

- \*Maintain and update the Palouse Patchers website.
- \*The website format is "Spacespace". Administrator needs to have Microsoft Office Suite to create documents to be posted onto the website.
- \*The website is updated as needed with new information. This information may include newsletters, minutes, quilt camp updates, quilt show information and more.
- \*Updating and maintaining the site is relatively easy if you have experience with website builders. At times updating the format and links on the website can be challenging as these are not regularly done and I forget how to do them and must re-educate myself in how to do these tasks.
- \*The frustrating part of job is getting the information that needs to be updated on the website; if the information isn't sent to me I don't know it needs to be updated...this explains why there is outdated information on the website.
- \*Time commitment is maybe 2 hours a month (sometimes more, sometimes less), depending on what needs to added/delete from the website.
- \*Request: Please proof read the information to be added to the website for accuracy and correct spelling and punctuation.