

The Greater Moncton Quilt Guild
Duties of the PRESIDENT

Term of Office: 1 year, ideally following one term of Vice-President

1. Chair all regular and executive meetings as well as the Annual General meeting
2. Prepare agendas for all meetings and make copies for each executive member
3. Ensure Guild banner is displayed at all regular meetings and the Annual General meeting
4. Ensure the Constitution and Guidelines are adhered to
5. Be responsible for securing accommodations for the guild meetings and ensure that rent is paid
6. Display Suggestion Box at all meetings and keep Executive members informed of all suggestions received.
7. Contact all committee coordinators in preparation of regular monthly meetings
8. Inform Executive members of executive meeting dates and any time or place changes
9. Work in conjunction with Vice President regarding talk mail messages
10. Work in cooperation with Executive members on all matters.
11. Prepare Welcome letter to new members for Registration packets
12. Pick up Guild mail and pay renewal of PO Box rental; submit receipt of payment to Treasurer.
13. (Optional) President's Challenge - a quilting challenge may be offered by the President, where a theme is suggested and project instructions and fabric are supplied in a kit for participating members. This project should "challenge" the quilting abilities of the guild members.