

The Greater Moncton Quilt Guild
Duties of the VICE-PRESIDENT

Term of Office: 1 year, ideally moving to position of President

1. Assume all necessary duties of the President in her absence.
2. Several days prior to each regular meeting, call the telephone committee contact with a list of meeting reminders
3. Attend monthly executive meetings.
4. Workshops: Responsible for appointing and overseeing a committee to complete the following:
 - find a teacher/instructor, arrange a site, collect fees
 - the day of the workshop, make arrangements to open up the chosen site and pay the rent, have tables in place, pay the instructor, prepare tea/coffee, etc.
5. Retreat: Responsible for appointing and overseeing a committee to arrange an annual Retreat.
6. Has joint signing authority for Guild bank account.