

## **Guild President**

- The President chairs guild meetings and monthly executive meetings, and represents the guild at interguild meetings (or sends an alternative delegate).
- She works with the executive to set a budget for the year.
- She acts as a leader of the executive team working cooperatively to ensure the guild's effective operation.
- The president is an ex-officio member of all guild committees.
- The President, Vice-President, Secretary and Treasurer are signing officers for the guild's bank account. Two signatures are required.
- In some guilds the President and Vice-President choose to share the duties of both, acting as co-chairs. That could be a possibility.

***Please Note: This position is essential to the operation of the Guild.***

## **Guild Vice-President**

- The Vice-President replaces the president in chairing guild meetings and executive meetings as necessary and may also represent the guild at interguild meetings.
- It is usually assumed that this is a learning position, and that the Vice-President will assume the Presidency in the following year.
- The guild Vice-President has assumed responsibility for the guild's booth at the Ancaster Fair.
- In some guilds the President and Vice-President choose to share the duties of both, acting as co-chairs. That could be a possibility.
- The President, Vice-President, Secretary and Treasurer are signing officers for the guild's bank account. Two signatures are required.

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## **Guild Secretary**

- The Secretary takes minutes at monthly executive meetings.
- Notices of meetings may be placed in local media.
- She does correspondence under the direction of the executive team.
- At the guild Annual General Meeting the secretary takes minutes to be submitted to the executive each year.
- Each year the minutes of the previous Annual General Meeting will be distributed to the members for approval.
- This is a two-year position.
- At the conclusion of the two-year term, records of minutes will be given to the incoming secretary.
- Meetings that are now on Zoom, may be recorded for the purposes of accuracy.

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## **Guild Treasurer**

- The Treasurer manages the finances of the guild, keeping the bank account, making payments for rental, insurance, speakers, etc. and receiving and depositing funds from memberships, guest fees, newsletter advertising, and fundraisers.
- She reports on financial status to the executive meetings, and to the guild itself on a monthly basis.
- A written report is to be submitted at the June meeting for approval of the membership. This is usually gone over by one or two members of the executive. It can also be from the membership.
- The President, Vice-President, Secretary and Treasurer are signing officers for the guild's bank account. Two signatures are required.

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## **Membership Secretary**

- The Membership Secretary receives and processes payments and applications for membership in the guild.
- She keeps the records of members, creates phone lists, orders members' pins, and welcomes members and guests to meetings.
- She reports on membership issues to the executive meetings, and to the guild itself.
- Coordinates with the person in charge of distribution and emails in the guild to send out a membership list to all members. Additions can be made as needed through the year.
- This position is usually filled by two persons and is a two-year position.
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## **Programme Coordinator(s)**

- The Programme Coordinators are responsible for arranging the guest speakers, vendor markets or demos/activities for each meeting. That includes making initial contact, sending contract and reconfirming details prior to meeting, arranging dates and times and coordinating with the church for set up and any equipment that may be needed.
- They will also be responsible for obtaining and sending an invoice to the treasurer for any payments required to be given to the speaker at the meeting along with a thank you card.
- At least one of the Programme Coordinators is to be at each meeting prior to make sure set up is complete and greet guest.
- They are responsible for sending a monthly write up for the newsletter.
- They may also work with the Workshop Coordinators to arrange for any workshops they would like to offer our members, ideally to run during the established UFO days (Friday and/or Saturday).
- They may also, with the assistance of the Executive establish or delegate establishment of other programme-related activities – guild challenges, clubs, small groups, etc.
- They are to report on the Programme plans to the Executive at meetings, and to the guild itself.
- This is a two-year position.

Please Note: This position is essential to the operation of the Guild.

## **Workshop Coordinator(s)**

- Plans guild Workshops and UFO days.
- Assigns dates and reserves a facility for the Workshop and UFO Days for the following guild year (September to June).
- Arranges for instructors to teach workshops for one to two years in advance. When appropriate, the Workshop Coordinator should work with the Program Coordinator to arrange workshops associated with a guest speaker.
- Workshop and UFO dates and plans should be presented to the executive.
- Present workshop and UFO dates and plans to the membership at general meetings and in the monthly newsletter.
- The coordinator or a workshop committee member should be available at general meetings to register members for Workshop and or UFO Days.
- Monitor all the equipment required for workshops and UFO Days.
- Upon approval from the executive, replace or add new equipment when necessary.

***Please Note: This position is essential to the operation of the Guild.***

## **Newsletter Editor**

- The Newsletter Editor produces and distributes in a timely fashion, by email and by mail, the monthly guild newsletter.
- Copies of a print newsletter is available to those who don't have and email address is available each month at the membership table.
- Deadlines for submissions are the first Wednesday of each month from September to June.
- Deadline for distribution of the newsletter is the second Wednesday of each month.
- Ensures that communication of deadlines to both the executive and advertisers is known to them.
- She coordinates and edits the material submitted by executive members and others.
- She secures advertising and ensures that payment is received by the Treasurer.
- Letters for advertisers are sent out in July in anticipation of the beginning of the year in September.
- She reports on newsletter issues to the executive meetings, and to the guild itself.

***Please Note: This position is essential to the operation of the Guild.***



## **Social Coordinator**

- The Social Coordinator secures and coordinates volunteers to bring treats to meetings and to prepare coffee and tea and to clean up after meetings.
- She ensures that supplies are available for coffee, tea, etc.
- She also coordinates special social events such as the holiday gathering, and the June potluck.
- She reports on social issues to the executive meetings, and to the guild itself.
- She prepares an annual report of expenditures with attached receipts to support the use of Social Coordinator budget monies provided by the guild. The report and receipts are forwarded to the guild Treasurer at year end.
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## **Librarian**

- The Librarian is responsible for the guild's library, including purchasing, recording acquisitions, keeping the library in good order, and ensuring that borrowings are duly recorded.
- She collects fines for materials returned late and follows up on overdue items.
- Since the library is stored between meetings, she is responsible for ensuring that all materials are put away neatly and for setup before each meeting.
- She reports on library issues to the executive meetings, and to the guild itself.
- She prepares an annual report of expenditures with attached receipts to support the use of Library budget monies provided by the guild. The report and receipts are forwarded to the guild Treasurer at year end.

This has been a shared position and may continue as such.

## **Block of the Month Coordinator**

- The Block of the Month Coordinator is responsible for signing up members to present block of the month and ensuring that the programme is conducted in a consistent manner.
- She may set a theme for the year, in terms of type of block, sizes, colours etc. though this is not necessary.
- She ensures that presenters are paid for photocopies that they may provide.
- She reports as required to the executive meetings, and to the guild itself.
- She prepares an annual report of expenditures with attached receipts to support the use of Block of the Month budget monies provided by the guild. The report and receipts are forwarded to the guild Treasurer at year end.
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## **Cuddle Quilt Coordinator**

- The Cuddle Quilt Coordinator is responsible for ensuring that the Cuddle Quilt programme is conducted in a consistent manner with the values of the guild.
- She has considerable latitude in determining quilt sizes, etc. She keeps records of the quilts which are in production.
- She is responsible for accepting and utilizing donated material. She chooses groups to recommend to the guild as recipients of the guild.
- She reports as required to the executive meetings, and to the guild itself.
- She prepares an annual report of expenditures with attached receipts to support the use of Comfort Quilt budget monies provided by the guild. The report and receipts are forwarded to the guild Treasurer at year end.

## **Draw Prizes and Fifty Committee ( a committee of three)**

- Draw Prizes: two persons needed.
- Monies to be given to this committee for the purpose of procuring prizes for draws at each month's meetings.
- Each month the monies collected for the draw will be tallied and given to the guild treasurer with a tally sheet, in a pouch.
- It is up to the committee what is purchased and how it is distributed
- It is a two-year position which begins in September and ends in June of the second year.
- The committee will prepare an annual report of expenditures with attached receipts to support the use of Draw Prize budget monies provided by the guild. The report and receipts are forwarded to the guild Treasurer at year end.

## **Fifty Fifty Draw**

- This is usually a committee of one person.
- Each month tickets are sold to the membership with a draw at the monthly meetings.
- The winner of each month shall receive one half of the monies with the remainder going to the guild.
- Each month there is a tally sheet to be filled in and given in a pouch to the guild treasurer.
- This is also a two-year position

## **Website and Media Coordinator**

- Maintain and update the guild website, Facebook and Instagram account.
- Ensure that the guild website is renewed each year in June.
- Receipts for renewal will be submitted to the guild treasurer for payment
- Ensure that the guild passwords and email passwords are secure.
- Provide the guild president with those passwords also.
- When the guild president changes, ensure that the guild email is set to forward to the incoming president.
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