

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		President	FQG- 01	10/01/2023	1 of 1

Supersedes	1/7/16 – Standard Operating Procedure for President of Guild
Current and Previous Chairpersons	See Website
Job Description	The President will preside at general membership, Executive Board, and General Board meetings. Responsible for maintaining any assigned budget targets. The President is an Executive Officer of the Guild and will serve a term of two years, not to exceed two consecutive terms. (See By-Laws , Article V)
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
President	1.	Will conduct the general meetings during the quilt year (September through June) using as a guide the Roberts Rules of Order.
	2.	Will be the Chief Administrative Officer of the Guild.
	3.	Will plan and preside over Board Meetings as stipulated in Bylaws and Committee Chair meetings as needed.
	4.	Will serve as Executive Officer at all committee meetings, or appoint a representative.
	5.	Will be authorized to co-sign checks for the organization.
	6.	Will be the Spokesperson for the Guild.
	7.	Will appoint a Special Events Coordinator as needed for retreats and any other special events proposed.
	8.	Each Quilt year, will appoint a Nominating Committee consisting of a chairperson and two members who shall submit a slate of officers to all members (See By-Laws).
	9.	Solicit Audit Team for July Audit of the Guild's financial records (See By-Laws).
	10.	Coordinate with the Treasurer to identify a tax preparer and follow-up to ensure that taxes are filed on time.
	11.	Call for a committee to plan a fundraising raffle quilt. Appoint a Raffle Quilts Coordinator (Quilt Mother). Coordinate with her and the Program Chair to schedule visiting Quilt Guilds selling raffle quilt tickets.