



President

Supersedes

Original - Standard Operating Procedure for President of Guild

Current Chairperson

Tammy Green – Quilt Year 2015/2016

Job Description

The President will preside at of the general membership, board, and general board meetings. Responsible for maintaining any assigned budget targets.

The President is an officer of the Guild and is a yearly elected position. President may serve two consecutive years.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

President

Item	Action
1.	Will conduct the general meeting during the quilt year (September through June) per the Roberts Rules of Order (see Appendix A).
2.	Will conduct at least four Board Meetings.
3.	Will preside over General Board Meetings.
4.	Will attend Committee meetings when available.
5.	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 <i>FQG-13 Nominating Committee</i> .
6.	Will be the Chief Administrative Officer of the organization.
7.	Approve visiting Quilt Guilds soliciting raffle ticket sales to general meeting. Verify with Program Committee chair to ensure no conflicts.
8.	Solicit Audit Team for July Audit of the Guild's financial records.
9.	Will be the spokesperson for the Guild.

Previous Chairperson

Ursula Yeo	Quilt Year 2014/2015
Ursula Yeo	Quilt Year 2013/2014
Katie Bopp	Quilt Year 2012/2013
Katie Bopp	Quilt Year 2011/2012
Bonnie Ladd	Quilt Year 2010/2011