

Illinois Prairie Weavers Board Responsibilities

Board Members

President, who serves as Chair
Executive Committee (Officers and Study Group Representatives)
Committee Chairs

In General

Committee Chairs are appointed by the President, and the Board meets, in order to facilitate the administration of the Guild and its business.

Specific Duties

Meetings. Board meetings are Constitutionally only required when the President elects to convene them. However, our Guild traditionally has the entire Board meet, rather than only the Executive Committee, on a regular basis. This includes the organizational meeting in July, as well as the monthly meetings on the second Tuesday of the month, at 9:30, which is the half-hour preceding the Guild general meeting. All members are expected to attend and actively participate in these meetings.

Agenda. Board meetings are meant to provide a way for the leadership of the Guild to check in with each other and prepare for the general Guild meeting. They are also the forum for leadership issues to be raised and addressed, so that the President may set the agenda and/or present the Board's position on things to the Guild as required or advisable. Reports by Officers and Committee Chairs are generally presented only at the Guild meeting.

Committee Chairs. Committee Chairs are appointed by the President to be responsible for a particular area or item of Guild administration, such as Membership or the Library (and many others). There are no term limits to serving as a Committee Chair, and the positions may be created and

eliminated as circumstances evolve, or as new ideas arise for Guild activities or administration.

Constitution and Standing Rules. It is important that the Board members read and understand the Guild's Constitution and Standing Rules. It is good to have a Guild member serve as a kind of "parliamentarian", one who is very familiar with these and who keeps copies handy for the Board.

Participation. Officers, study group representatives and Committee Chairs are all encouraged to bring ideas and participate in decision-making in order to help make the Guild as successful and vibrant as possible.

Minutes. The Secretary has the responsibility of taking Minutes of all Board meetings and preserving them in the Guild archives. The Secretary will also certify any Resolutions required of decisions made by the Board.

(07-05-12 - Barbara Holman)