

# Illinois Prairie Weavers

## Documents Committee Chair Responsibilities

### In General

For many years now, the Guild has had a member serving as the Documents Committee Chair, so that the Guild has someone responsible for general legal and procedural matters that come with running an association. The Documents Chair is appointed by the President. There is no term limit.

As a Committee Chair of the Guild, the Document Chair is responsible for doing this job on behalf of the entire guild, and is also a member of the Board (see job description) and expected to attend and actively participate in those meetings.

The Document Chair may seek volunteers to serve as a committee, if this would help with the document responsibilities.

### Specific Duties

Take possession of the Documents and any records from the prior Documents Chair as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies you need.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Document Chair to learn specifics about doing the job, or train your successor.

Know the Constitution and Standing Rules and their provisions, and propose and draft amendments as deemed appropriate and advantageous for the administration of the Guild. Serve as a resource to the Guild on these documents.

Attend monthly Guild and Board meetings, reporting as Document Chair and obtaining any input or assistance you need for Document matters. Serve as Parliamentarian as needed.

Know Roberts' Rules of Order and general parliamentary procedures to assist with the proper running of meetings.

Draft and update the Contract used by the Guild to arrange for Guild programs and workshops. Work with the Vice-Presidents as they line up presenters and teachers, and as questions arise. Draft revisions or amendments as necessary under the circumstances.

Draft and update the Rental Agreement used for the Guild Equipment, and the guidelines for their use, working with the Equipment Chair.

Draft and execute any Corporate Resolutions required for the Guild's business, most usually those required as we elect new Treasurers and update who is authorized to sign on the Guild checking account.

Draft any amendments to the Constitution or Standing Rules as may be deemed desirable by the Board, and see them through the process of being enacted, and the amended documents revised accordingly.

Write and update job descriptions of all of the jobs of the Guild, to provide clear and thorough guidance to volunteers for recruiting for, or doing, those jobs. See that job descriptions on the web site are updated.

Write and update quick job descriptions for the Yearbook.

Review the summary of our history with respect to taxes and our tax status; keep abreast of changes in the law and advise the Guild so that we remain compliant with rules and regulations as a club or an organization that is not for profit or gain, and does not wish to file taxes or reports, or register with governmental authorities to the greatest extent possible.

Maintain a complete file of documents and job descriptions. Assist the leadership of the Guild with answering questions or making suggestions for volunteer activities and responsibilities. Serve as a resource for the Guild, answering questions about job descriptions and expectations.

Assist the Secretary with questions pertaining to Minutes and the Guild archives.

Consider ways in which the documentation or procedures of the Guild could be improved, and make recommendations to the Board.

Submit news to the Newsletter Chair for newsletters. Send Guild e-mails if desired.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs to the Treasurer by March to be included in next year's budget.

Make a written summary report to the Executive Committee in June.

Review this job description (and any checklists) for any updates to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

#### Time Commitment

- ~ Time at Guild and Board meetings
- ~ Time as needed to address questions or concerns that arise
- ~ Time as needed to update job descriptions or draft amendments  
(Very difficult to estimate hours; depends upon issues and projects)

(November 2017 - Barbara H.)