

# Illinois Prairie Weavers

## Executive Committee Responsibilities

### Committee Members

Guild Officers: President, who serves as Chair  
First Vice-President  
Second Vice-President  
Secretary  
Treasurer  
Study Group Representatives

### In General

The Executive Committee is the primary leadership of the Guild. Members are asked to bring ideas and volunteer time to make the Guild as successful and vibrant as possible. Through our leadership in Guild meetings, we teach other Guild members how we operate and provide an example to others who may step into leadership in the future. We strive to be visionaries in fulfilling the Guild's purposes.

### Specific Duties

The Executive Committee is responsible for (1) leading the Guild in a direction that is consistent with the stated objectives and policies of the Guild, and (2) ensuring the general and fiscal health and overall functioning of the Guild.

The Executive Committee:

1. Offers a schedule of programs;
2. Recommends a budget;
3. Transacts whatever business that is referred to it by the Guild;

4. Transacts necessary business between the Guild meetings; and
5. Decides whether someone should be excused from the payment of dues due to hardship.

Meetings. The first meeting of the Executive Committee each year is an important organizational meeting held as soon as possible after the Annual Meeting in June. At this planning meeting, the course for the entire coming year is mapped out. Thereafter, the Executive Committee generally meets on the second Tuesday of the month, at 9:30, which is the half-hour preceding the Guild general meeting. Traditionally, all of these meetings are full Board meetings (Executive Committee plus Committee Chairmen). Other meetings may be called as needed or advisable. Members are expected to attend and actively participate in all meetings.

Constitution and Standing Rules. It is important that the Executive Committee 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 Executive Committee.

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