

# Illinois Prairie Weavers

## First Vice-President Responsibilities

### In General

The First Vice-President is an officer of the Guild, and, as such, is one of the elected positions of the Guild. Only a member in good standing for at least one year may serve as First Vice-President. Each term is for one year, and a person may serve for two consecutive terms.

Most members who serve as First Vice-President of the Guild first serve as Second Vice-President; thus spending one year lining up the programs and workshops for the following year, then spending this second year running and administering those programs and workshops, the primary job of the First Vice-President. Hopefully all the programs and workshops for the coming year were finalized with written contracts by June of the previous year (the year you were Second Vice-President).

As an Officer of the Guild, the First Vice-President is responsible for doing this job on behalf of the entire Guild, and is also a member of the Executive Committee and of the Board (job descriptions attached) and expected to attend and actively participate in those meetings.

The First Vice-President is also called upon to serve as President whenever the President is unable to preside.

### Specific Duties

Take possession of the records and the Guild's slide projector from the prior First Vice-President as soon as possible after you have been elected to serve. Organize them for yourself and make sure you have any supplies you need. If possible, meet with the outgoing First Vice-President for some one-on-one succession training.

Make arrangements for the meeting rooms that will be required for all the monthly meetings, programs and workshops (if this hasn't already been done). The Downers Grove Library process for reserving rooms starts in

June for the following program year, so this will be one of your first responsibilities. Payment is made in August for the library space.

Have copies of the Contracts that were executed for programs and workshops for the coming Guild program year.

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

Contact guest speakers and be sure all details are finalized; make sure they have detailed information they will need about location, hour, timing and any other arrangements concerning their arrival, presentation and departure. Arrange in advance for written documentation that you or the Treasurer will require.

Finalize program and workshop details as soon as possible.

Submit information for publication in the Yearbook and the various Newsletters.

Know the budget for the programs and workshops for the year.

Handle all arrangements for guest speakers, including transportation, sleeping accommodations and meals (coordinate volunteers to help with these - don't do it all on your own!).

Arrange for proper setup for speakers, such as audiovisual equipment, computer hookup, podium, microphone, slide projector, lighting, table space and the like.

Obtain written statements/bills/receipts from speakers for payment for transportation, mileage, meals or whatever.

Work closely with the Treasurer during the year, preparing the Treasurer for what checks will need to be written and when, and providing proper documentation of all expenditures.

Create or update a detailed checklist to follow, to be sure that all matters

are attended to, and in a timely manner.

Consider sending advance email notices or reminders of meetings to advertise the programs and workshops for good attendance.

Arrive early to monthly meetings to sign the library's usage form and verify the room setup. Be sure the equipment you've requested and need is there. Greet and serve as the host for any guest speaker.

Attend monthly Guild and Board meetings, reporting as First Vice-President and obtaining any input or assistance you need for program or other matters. Announce programs and workshops; circulate sign-up sheets and collect money. Distribute workshop information.

Run the Guild programs and workshops, providing introductions, tools, guidance and leadership.

Make sure meetings rooms are left in good condition.

Collect any money members owe for participation in any program or workshop or for materials fees; keep accurate records; turn money over to the Treasurer promptly.

Handle any meeting cancellation required by the weather or other emergency. Know the cancellation procedure. By 8 am on the day of a meeting or workshop, make the decision and notify the e-mail Chair and the Hospitality Chair. Expect phone calls from those not on e-mail.

Arrange for and present any hostess reimbursement to any member hosting a guest speaker in her home and/or providing meals, in accordance with the Standing Rules and budget.

Arrange for and present a hostess gift to the member hosting the December Christmas party at her house. Consider a gift appropriate to the person, or a gift certificate. We have given gift certificates to TLD Designs and The Fine Line in the past. Be creative if you have other ideas, but work with the budgeted amount.

Arrange for and present the gift to the outgoing President at the June

meeting. Consider a gift appropriate to the person, or a gift certificate. We have given gift certificates to TLD Designs and The Fine Line in the past. Be creative if you have other ideas, but work with the budgeted amount.

Submit any miscellaneous expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's First Vice-Presidency 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 you can recommend to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

Serve as President in the absence of the President. Know the President's job description and read and understand the Guild Constitution and Standing Rules.

### Estimated Time Commitment

~ 4-6 hours monthly

~ Plus time at Guild and Board meetings

(07-05-12 - Barbara Holman)