

Illinois Prairie Weavers

President Responsibilities

In General

The 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 President. Each term is for one year, and a person may serve for two consecutive terms.

Most members who serve as President of the Guild are encouraged first to serve as Second Vice-President and then First Vice-President (and usually have done so), thus providing the President-elect with several years of being an active officer of the Guild and close-up exposure to the responsibilities and expectations of the job.

The President serves as the primary leader of the Guild, Chair of the Executive Committee, and Chair of the Board, all on behalf of the entire Guild.

Specific Duties

Take possession of the President's records from the prior 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 President for some one-on-one succession training.

Read and understand the Guild Constitution and Standing Rules. Identify a Guild member to serve as a Parliamentarian, if you wish, to assist with any questions regarding rules of order at meetings.

Read the job descriptions of all the officer and appointed positions of the Guild, so you are familiar with how the various responsibilities are divided among the various volunteers.

Create or update a checklist or master agenda and master calendar 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. It has been appreciated in the past for the President to send out a 1- or 2-week reminder notice with the Minutes of the prior meeting attached for review if they haven't been sent out separately.

Attend and run all monthly Guild and Board meetings, setting the agenda and facilitating discussions and decisions so as to run meetings efficiently, effectively, and on schedule, in order to coordinate all Guild activities. Present any Board decisions to the Guild membership.

Plan and run an organizational meeting with the entire Board as soon as possible after the June meeting (usually in July) to plan the coming year. Have outgoing and incoming members all attend, and provide time for the turning over of records and succession training.

Make appointments of Guild member volunteers to various positions (Committee Chairs) that will assist with the administration of the Guild's activities. Fill vacancies in those positions. Create new positions if it will improve administration or handle a new area of concern or interest. The Nominating Committee can help with this.

Work with individual Officers or Chairs as needed to ensure that they follow through on their respective responsibilities.

Think globally of ways in which the Guild, its membership and its activities can be improved or enhanced.

Encourage member participation in activities, especially in study groups.

Represent the Guild to the public as required, such as writing letters of welcome to new members or participating in interviews or discussions on behalf of the Guild.

Submit information and write a President's note for the newsletters.

Submit any expenses to the Treasurer for reimbursement.

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

Facilitate the budget process, working with the Treasurer and other Officers as needed to present a responsible budget to the Guild to be voted upon at the May or June meeting.

Begin the Nominating Committee's work by being in touch with each study group representative in January and getting them to meet and organize their work. Appoint additional members of the committee if desirable (preferably not more than 5 committee members). *Do not in any other way participate in the Nominating process. Do not ask current Officers about their willingness to continue or move ahead in leadership; that is the job of the Nominating Committee.*

In April or May, appoint a volunteer to serve as the Fiscal Reviewer of the Treasurer's books as soon as possible after the close of the Guild fiscal year (June 30).

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.

Estimated Time Commitment

~ 4 hours monthly

~ Plus time at Guild and Board meetings

(07-05-12 - Barbara Holman)