

# Illinois Prairie Weavers

## Second Vice-President Responsibilities

### In General

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

The primary job of the Second Vice-President is to line up the programs and workshops for the following year. Being asked to serve as Second Vice-President of the Guild is an invitation to step into active Guild leadership, as it is hoped and expected that the Second Vice-President will serve a year as Second Vice-President, then a year as First Vice-President. In most cases, the First Vice-President is then asked to serve as President of the Guild.

As an Officer of the Guild, the Second 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.

### Specific Duties

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

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

Attend monthly Guild and Board meetings, reporting as Second Vice-President and obtaining any input or assistance you need for

programming or other matters.

Determine next year's meeting schedule (the second Tuesday of the month, September through June), and note holidays, vacation times or other things that might interfere with scheduling programs and workshops. The December meeting is usually a Christmas party with the Annual Guild Challenge as the program. Determine how many study groups will be agreeing to present a program for the Guild. You are generally only needing to find program speakers for 5-7 meetings, depending on the number of study groups participating.

Solicit names and suggestions for guest speakers. Track down information and determine which speakers or subjects are of most interest to the Guild members. Check the teaching schedules of The Fine Line and Sievers School of Fiber Arts, and consider speakers and teachers featured at Convergence or Midwest Conferences. Consider weavers who have submitted articles to Handwoven magazine. Consider Guild members as potential speakers and presenters. HGA rents slide shows for a nominal fee, which is an especially good idea for a winter meeting, when a meeting could end up being canceled due to weather.

Be familiar with the budget process. You will need to submit a suggested budget need by March for programs that can be easily covered by the Guild's resources. This will include approximately \$1,000 for programs, including meeting space, plus line items for hostesses who provide meals and/or accommodations for out-of-town speakers, and for the hostess of the December meeting.

Contact area weaving guilds to see if there are any possibilities for "sharing" a speaker by arranging a speaker for both guilds back-to-back and allowing us to share particularly travel expenses with out-of-town speakers.

Contact potential speakers about programs and workshops. Ask the Guild for feedback and interest levels for topics and speakers. Juggle the speaker's schedules with our schedule as a Guild.

Finalize the schedule, including which months will be the program for each study group. Have the schedule worked out by January or February.

Workshops are special teaching opportunities for those who sign up for them and pay a fee to cover the cost. We usually have one or two workshops a year, depending on interest, scheduling and teacher availability. Workshops “pay for themselves” and, if possible, do not use money from the Guild budget, although a line item was added in 2012 for this purpose, due to escalating speaker and travel expenses.

Obtain signed contracts for each out-of-town program, determining topic, schedule, payment, expenses, and speaker’s needs. Try to have this all done before the April Meeting.

Determine and arrange for meeting space to accommodate each meeting, program and workshop needs.

Provide schedule and program information for the Yearbook, web site and Newsletters. Share it with other area weaving guilds.

Create or update a detailed checklist to follow, to be sure that all matters are attended to, and in a timely manner.

Collect money from members signing up for workshops or special program costs; keep accurate records; turn money over to the Treasurer promptly.

Assist the First Vice-President as needed with this year’s programs and workshops.

Submit any miscellaneous expenses to the Treasurer for reimbursement.

Submit estimated costs of next year’s programs and the Second Vice-President’s job to the Treasurer by March to be included in next year’s budget.

Make arrangements for the meeting rooms that will be required for all the monthly meetings, programs and workshops. The Downers Grove Library process for reserving rooms starts in June for the following program year.

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.

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)