

Illinois Prairie Weavers Guild

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, which is 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 (see job descriptions) 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

As you begin

Take possession of the records 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. Meet with the outgoing First Vice-President for some one-on-one succession training, guidance and suggestions.

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.

Make sure the information for the coming year's programs is given accurately to the Yearbook Coordinator and the Webmaster for publication.

All Year

The biggest budget item of the Guild is the money spent on programs and workshops, so much of your job entails handling these expenses and properly accounting for them. You need to anticipate paying guest speakers, receiving invoices from them for their program and expenses, and additional costs, such as hostesses and meals.

Know the budget for the programs and workshops for the year. Read and understand the guild's Financial Policies.

Know the budget for space rental at the meeting venue. Arrange for payment of rental fees in a timeframe you arrange with the contact person at the venue.

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.

Submit any miscellaneous expenses to the Treasurer for reimbursement.

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

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.

Month to Month - Prior to Each Meeting

You are the person responsible for the smooth running of the Guild's program following the business meeting each month. You need to have arranged for the space the Guild will use, and for its set-up, and for all of the logistics of the program, including housing and feeding and transportation of any out-of-town speaker. This requires some things handled prior to each meeting, and some things handled during or after the program or workshop.

Contact the guest speakers and be sure all details are finalized as soon as possible; make sure they have the 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.

Submit information for publication in Guild emails and in other communications. Send advance email notices or reminders of meetings to advertise the programs and workshops for good attendance. Work with Social Media coordinator to promote programs and workshops.

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!).

Prearrange for proper setup for a hybrid meeting and for speakers, such as audiovisual equipment, computer hookup, podium, microphone, lighting, table space and the like. Coordinate with Zoom manager to have a practice Zoom with the speaker prior to the guild meeting. Consider the number of tables and chairs needed. Remember that tables are needed for the business meeting, check-in, and show & tell.

Month to Month - Day of the Meeting

Handle any meeting cancellation required by the weather or other emergency. Know the cancellation procedure (attached). By 8 am on the day of a meeting or workshop, make the decision and the necessary notifications.

Arrive early to verify the room setup. Be sure the necessary equipment is there.

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.

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.

Greet and serve as the host for any guest speaker.

Introduce the program.

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

Obtain written invoices and receipts from speakers for payment for transportation, mileage, meals or whatever.

See that the guest speaker is paid.

Make sure meeting room is left in good condition.

Month to Month - After Each Meeting

Get feedback from members about program presenters to help future planners. Add information or suggestions to checklists and job descriptions. Pass advice along to Second Vice-President.

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 a holiday party (usually a luncheon) at the synagogue after the December meeting. Involve the Hospitality Coordinator and put together an ad hoc committee to plan, organize, and set-up the party. If there will be a "pot lunch," email the established food guidelines to all guild members.

For the June meeting, a pot-luck is often held. If so, as done with the December holiday meeting, arrange and work with the 1st VP (and ad hoc committee), including emailing the

food guidelines to all members. IF a stash sale AND a presentation are to be held, along with a potluck, carefully plan the timeline of events for that day.

Workshops

You are the person responsible for the smooth running of any workshops arranged for the year in which you are First Vice-President.

There may be an "escape clause" in the contracts for workshops, permitting the cancelling of a workshop if we do not have enough people signed up for the workshop by a certain date. It is important that you keep track of this and be vigilant about having people pay their workshop fee when they sign up, keep good records, and be sure that a workshop will be a "go" or not within the time deadline.

Use meeting times to advertise workshops, to answer questions, to sign people up, and to collect workshop fees.

Handouts are helpful as something people can take home with them as they are deciding whether or not to take a workshop.

Sign-up sheets or clipboards or notebooks are handy to have at the check-in table for people to sign up and pay during meetings, along with information to take home.

Serve as the teacher's helper in the time leading up to the workshop, particularly if there are such things as warps, or warping instructions, to be given to participants in order to dress their looms prior to the workshop. There is often a fair amount of emailing questions and answers, and it is helpful if you are the primary manager of it all.

Half-day workshops usually follow meeting mornings. Some decision has to be made about how participants and the teacher will have lunch.

Whole-day and longer workshops usually have even more logistics to sort through, such as overnight storage of weaving equipment, transportation, meals, coffee, snacks, and starting and ending times. You are the coordinator to eliminate confusion. If you are not a participant, appoint someone to handle these things.

Round-robin workshops are more manageable if:

- ~ each loom is labeled with the owner's name and the structure or design for which it is dressed
- ~ each loom has a list with the name of every participant, so participants can check off their name as they weave, and it is easy to see who remains to weave
- ~ an extra loom is dressed and available
- ~ a list of etiquette rules is posted, including being aware of time and making every loom as available to others as quickly as possible

~ participants agree to weave samples off after the end of the workshop for those who didn't get to weave their own

Handle details such as extension cords, extra lighting, clothes racks, mirrors... delegate to helpers!

Toward the end of the year

Make a report in May of highlights of the year to be included in the President's written annual report.

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.

Review this job description (and any checklists) for any updates you can recommend (to the Documents Chair) to improve or clarify it for future volunteers recruited.

Keep good records and train your successor. Review your materials and toss what is outdated.

Estimated Time Commitment

- ~ 4-6 hours monthly
- ~ Plus time at Guild and Board meetings

(2026 May)

Meeting Cancellation Policy

In the event of severe weather or other emergency, the decision to cancel a regularly scheduled meeting will be made by the 1st Vice President (“1VP”) or other person in charge of running the program for that day. The 1VP will contact the following people:

- Email Coordinator (who will send an email to all members of the guild)
- Webmaster (who will post an announcement on the web site)
- Hospitality Chair (who will call hostesses for that day)
- All board members

Every effort will be made to accomplish these steps by 8 a.m. on the day of the meeting. Members who do not have an e-mail address are encouraged to contact the 1VP or any other board member to find out if a meeting has been cancelled. 1VP should expect calls that day from members.

The 1VP could also (optionally) arrange a “phone tree” to call members that morning, or perhaps call those members who do not have email / easy access to the website.