



London Friendship Quilters Guild Emergency Procedures

Meetings

The Program Chair will advise the executive of any speakers that can present both in person and virtually. If a meeting cannot be held in person, every attempt will be made to hold virtually.

Inclement Weather

1. The President (or a subset of the Executive) will make the decision to cancel/change the meeting by 3:00 pm. If weather is bad, the Executive should anticipate a communication by email.
2. The President will send out a mass email to all members.
3. The President will phone the Social Media Chair to request that we place a highly visible notice on the home page of the website and posted on the FB page. If the Social Media Chair cannot be reached or is not able to access the website, the President and Program Chair has access to the website. The website update would likely take place after 5:30 pm.
4. The President will contact those members without convenient internet access. The Vice-President will be backup if the President is not available.
Important Note: Membership lists should be updated and submitted to Executive as necessary with new membership changes/enrolment. The list needs to clearly identify who requires a phone call.
5. For any event at St. George's Presbyterian Church, the President will contact Reverend Keith McKee at (519) 455-5760 / stgeorge@execulink.com and/or the custodian Dan Brotzel at (519) 709-2530 / dbrotzel@sympatico.ca to request a notice be put on the doors regarding the cancellation.
6. Program will notify the guest speaker, quilter of the month or vendors. When we book program for winter months, Program will ask speakers how best to notify them in case of extreme weather or last minute cancellation. (Program Chair will confirm when zoom is an option if our speaker cannot attend in person.)

Other Last Minute Meeting Cancellation

If the general meeting needs to be cancelled or relocated due to some other situation, the only difference is that it is unexpected. The President will need to contact the executive via a contact list. Important Note: This list needs to be updated at least annually and kept up to date by Membership and provided to all Officers.

Virtual Meetings

The Program chair will be the back-up host if for some reason the official host of a virtual meeting is unable to attend, loses, or does not have connectivity to the internet. During each meeting there will be a co-host. The Vice-President will be the back-up co-host in the event that the President is unable to attend.

Longer Term Inability to Continue

It is the responsibility of all Officers, Executive, and Special Committees provide the President with an emergency contact. This contact should be aware of any guild property that they have. Any passwords, including Gmail, will be written down in the front of their binder.

Treasurer

1. President to request a volunteer to take over for Treasurer (e.g. previous Treasurers or those with bookkeeping experience).
2. President to change signing authority at bank.

Social Media Chair

1. President and Program Chair have procedures, including password for the login info for Guild email, web, and social media accounts.
2. President to request a volunteer to take over for Social Media Chair (e.g. previous Social Media Chairs or those with web experience).

Backup Procedures

All executive need a backup plan in the case they or their entire committee are not able to attend a meeting.

General Meeting

Position/Duty	Backup
President – meeting chair	Program/VP
President – meeting room layout	Program/VP
Membership – member greeting, guest registration	VP/volunteer
Program – speaker booked	President/VP
Program – speaker cancellation	Alternate activity, i.e. Quilt Bingo
Outreach – all members absent	VP to collect incoming quilts
Inreach – all members absent	VP to collect incoming blocks
Library – all members absent	VP/volunteer

Executive Meeting

Position/Duty	Backup
President – meeting chair	VP
Secretary – planned absence	Find a replacement to take minutes
Secretary – unplanned absence	Request a volunteer to take minutes

Annual General Meeting

Position/Duty	Backup
President – meeting chair	VP
Secretary - meeting minutes	VP
Treasurer – present financial statements	President

Guild Information

The Treasurer and Secretary provide the President with backup information as defined in the Roles and Responsibilities document.