



London Friendship Quilters Guild Executive Roles and Responsibilities

Executive of the Guild

- Review Risk Management Plan and identify mitigation as it relates to your role. It is suggested that a checklist could be helpful.
- Participate in the decision whether to cancel or change to a virtual meeting of the general membership in the event of inclement weather.
- Responsible to ensure that costs do not exceed approved budget without proper approvals.
- Ensure compliance with Freedom of Information Act regarding publishing of members' personal information. Review membership list for those that do not want their pictures or personal information shared.

Officers of the Guild

President:

- Prepare agenda for Executive meetings and Guild meetings and distribute in a timely manner.
- Preside over all meetings.
- Plan and preside over Annual General Meeting.
- At the first meeting of the year review Bylaws, Policies to Accompany the By-Laws, Emergency and Backup Procedures, Roles & Responsibilities, Guild Inventory, and Risk Management Plan.
- The President will delegate to the Program Coordinator authority to execute contracts with speakers/teachers for each membership year. Contracts will be forwarded to the Treasurer when payment is required.
- The Secretary and Treasurer will provide their backup data on a USB that will be kept in a safe place.
- Notify members and venue in case of meeting cancelation.
- Sit as a member of the Program Committee.
- Reserve venue for monthly meetings. Key holder for the meeting place. Opens and closes the meeting place for each meeting. In the event that the President cannot be present for a meeting, the President will designate this duty to another member of the Executive.
- Liaison with Canadian Quilters' Association (CQA) as well as other quilt Guilds as required.
- **Process the CQA request for membership and insurance on the CQA website and submit in September. Once the invoice is received, forward to the Treasurer for payment. When the insurance certificate is received send a copy to the Secretary for record keeping.**
 - **Update the telephone number on the CQA website as required.**
- Approve Committee Coordinator expenses for submission to Treasurer for payment.
- Check the Guild e-mail on a regular basis and forward messages for distribution as appropriate.
- The June executive meeting will include the newly elected officers for training purposes. This would ensure a smooth handover and that signing authorities are in place prior to new

- Executive year end and all incoming Executive are able to take on their responsibilities.
- Assist with LFQG Facebook group administration.

Past-President:

- May be called on to preside in the absence of the President or Vice-President.

Vice-President:

- Assume the President's duties in the event that the President is not able to fulfill his/her duties.
- Assist the President as needed.
- Assume responsibility for special projects as necessary.
- Responsible for confirmation of Risk Management Policy with all the Executive
- Solicit advertising for the website from local quilting related businesses. Forward list of advertisers to Social Media Coordinator for inclusion in the website and the Treasurer to confirm payment is received.
- Recruit Nominating Committee to assist in nominees for vacant Executive positions to be presented at the April meeting each year.

Secretary:

Note that the Secretary must have access to a computer with internet and have appropriate computer skills.

- Record the minutes of all Executive and Guild meetings, distribute minutes to the Executive prior to each month end,
- Forward minutes to the Social Media Coordinator to publish on the Guild Website prior to the next meeting.
- Receive annual reports from other Executive members and attach to the minutes of the Annual General Meeting.t.
- Record the minutes of the Annual General Meeting.
- Maintain an electronic file of all minutes, reports, correspondence and inquiries for future use. Provide printed copies to members on request.
- Forward a copy of the Annual General Report and the amended constitution to the Social Media Coordinator to publish on the Guild website.
- Maintain a copy of all the executive meetings minutes and other information deemed important by the executive on a flash drive. Provide a backup copy to the President.
- Select and distribute cards, letters, etc. to members on appropriate occasions.
- Pick up the mail **at the Church at each meeting and distribute as required**. Cheques should go to Treasurer, membership applications to Membership Coordinator ~~along with a summary of cheques and membership applications~~. All other mail to be **given** to the President for distribution.
- Assists with LFQG Facebook group administration.

Treasurer:

Note: the Treasurer must have access to a computer with internet and have the skills to provide financial records/reports for verification purposes. i.e. income statements, bank reconciliations.

- Ensure President has appropriate contact information for the bank and as necessary update changes for signing authorities. **The Bank will require a letter of direction outlining the changes and both signing officers will need to go to the bank (not necessarily together). The person being removed is only required to sign the letter of direction approving their removal as a signing officer.**
- Submit an electronic version of the Expense Approval Form to Social Media Coordinator to post to the members only section of website for easy access
- Review the financials for the year in detail and review all controls at the first executive meeting.
- Deposit all Guild funds to the Guild bank account.
- Prepare a budget for the Guild year and present it to the Executive for approval. If a deficit is approved (see Financial Reserve Section of Policies and Procedures), present to members for approval as required.
- Ensure that expenses incurred are appropriately submitted on approved form with receipts attached.
- Ensure that expenses incurred are appropriately approved.
 - Committee member's expenses are approved by Committee Chairs and Officers
 - expenses are approved by the President
- Issue all payments for approved expenses in a timely manner
- Record all journal entries in a timely manner. A journal entry is a record of the business transactions in the accounting books of a business,
- Complete monthly bank reconciliation.
- Prepare and present monthly to the Executive and Membership meetings an Income Statement that includes, but not limited to, an explanation of current changes, a note on upcoming expenses, projected year end, workshop and quilt show updates.
- Provide a quarterly report that includes the Journal Entries, Income Statement and the Bank Statement to the Officers (this will also serve as a backup copy).
- Prepare and present a report for the Annual General Meeting as of April month end noting any known revenues and expenses to year-end. This provides members information on the financial health of the Guild.
- Submit all financial records including a list of all assets owned by the Guild as of the Financial Year End of June 30th, to the reviewer early in the summer in order that the final report can be presented at the September Guild Meeting. Produce the Treasurer's report and have posted on the members only section of the web.

Committee Chairs

Program Coordinator

- Recruit a team of 3 to 4 volunteers (one being the President) to work with the Program Coordinator.
- Plan and implement programs/speakers, workshops, sew days, and other events which may be of interest to the Guild.
- Provide a program schedule complete with costs to the Treasurer to assist with year-end forecasts.
- Poll members periodically to ensure a variety of speakers/workshops over the course of the Guild year that appeals to all members of the guild,
- Plan the next Guild Year (Sept – Dec at a minimum) so that a new Chair is not left without anything scheduled.
- Submit a copy of all contracts to the Treasurer when payment is required. Normally speakers/teachers want payment at the time of the event with no deposit required. However, if a deposit or payment in full is required prior to the event and there is no refund available, it would be brought to the executive's attention to assess the risk to proceed.
- Arrange for accommodation and meals for the speakers/workshop leaders.
- Ensure a variety of speakers/workshops over the course of the Guild year so as to appeal to all members of the Guild.
- Find and reserve venues for workshops and specific events organized by Program committee.
- Co-ordinate sign-ups for and collect money for workshops and events:
 - Communication to members is to pay electronically via the guild website, however if paying in person at a Guild meeting, a receipt will be provided to the member and given to the Treasurer with funds collected.
 - If a cheque is sent via the Guild mailbox, no receipt will be provided. The member will see the cashed cheque via their bank
 - A complete list of participants will be provided to the Treasurer to allow for revenue reconciliation.
- Ensure workshop participants are provided with supply lists for workshops.
- Submit approved receipts for speaker/workshop expenses to Treasurer for payment.
- Approve all committee member expenses before submission to Treasurer for payment.
- Liaise with other Guilds as required.

Membership Coordinator:

Note: Membership Coordinator must have access to a computer with internet and have appropriate computer skills.

- Collect dues from all members and guests and give all money/cheques collected to the Treasurer for deposit along with a list of paid members.
 - Communicate to members to pay electronically via the guild website, however if paying in person at a Guild meeting, a receipt will be provided to the member and given to the Treasurer with funds collected).
 - If a cheque is sent via the Guild mailbox, no receipt will be provided. The member will see the cashed cheque via their bank.
- Obtain name tags for members of the Guild.
- Keep up-to-date records of all members including addresses, phone numbers and e-mail addresses.
- Prepare membership registration form annually and send to Social Media Coordinator.
- Disseminate volunteer information to respective committee
- Prepare and distribute an annual membership list by the November meeting.
- Provide new members with a welcome package which includes a copy of the Constitution, and other relevant Guild information. This can be done electronically and only provide a printed copy on request.
- Purchase items for and put together draw basket for monthly draws at each Guild meeting.
- Ensure Wheel of Names is created for drawing of basket winner and ensure delivery of basket to winner in the event meeting is held virtually,

Librarian:

- Research and purchase books and resources for the library, based on the library budget set by the Executive.
- Provide library service at all Guild meetings.
- Collect fines for overdue books; the amount of the fine is set by the Executive. Submit any money collected to the Treasurer.
- Maintain the library collection.
- Ensure Library is culled on a regular basis.
- Maintain a master list of all items in the library and submit to the Treasurer and Social Media Coordinator annually.

Social Media Coordinator:

Note: Social Media Coordinator must have access to a computer with internet and appropriate computer skills. A digital camera is provided by the Guild for the Social Media Coordinator to use for Guild purposes only.

- Inform membership of upcoming meetings and events.
- Posts photos, and documents any events that the Guild hosts, including meeting cancellations.
- Maintain the layout of the website, including the links of advertisers, upcoming events, and quilt shows, etc.
 - Notify the appropriate member of the executive of any opportunities for new sponsors, members, etc.
- Work with the Executive to collect and publish information that would be of interest to the membership.
- Maintain integrity of the Facebook page and group. Create, share and encourage informed posts to Facebook page and group i.e. Sharing of You Tube videos

Community Outreach Coordinator:

- Arrange a yearly outreach program with the approval of the Executive, which is of benefit to the community through contact with various community groups/ agencies and charities.
- Schedule sew-in days to work on quilts for donation after consulting with the Program Coordinator.
- Arrange for the delivery of completed outreach items.
- Store material and supplies pertaining to the community projects.
- Organize and run the executive approved events (i.e. rummage sale) to raise funds for community outreach projects and submit the funds to the Treasurer.
- Provide active guidance and leadership to Guild members to encourage their participation in this program.

Inreach Coordinator

- Provide a quilt to any member of the Guild who is experiencing life changing or life threatening illness, whether themselves or a significant other in their life (if they agree).
- Determine the quilt pattern, collect the blocks, and with the committee members put the quilt together and deliver to the machine quilter.
- Encourage participation of the membership in making the blocks needed.
- Store material and supplies needed to make the comfort quilts.
- Arrange for delivery of the comfort quilt to the member.

Quilt Show Coordinator

- Recruit a team of volunteers to plan, organize and implement the Guild's biennial quilt show. The show usually takes place in the fall of even-numbered years (but not limited to that time period).
- Find and reserve a suitable venue for the show with the assistance of the Executive.
- Ensure components of the show are to include, but not be limited to a display of Guild members' quilts, tea room, vendor's mall, display of community outreach projects and fundraising (i.e. Members Boutique)
- Communicate plans of the committee to the Guild Executive for approval and support.
- Submit a written post show report to the Executive with details about finances, problems encountered and resolutions, highlights of the show, and suggestions for the next Quilt Show committee.
- Maintain reference binders containing job descriptions and relevant information for future quilt show committee members in order to provide guidance.
- Ensure each individual on the quilt show committee incurring expenses must submit itemized receipts for expenses to the Quilt Show Coordinator for approval and prior to Treasurer for payment.
- Develop a budget for the Quilt Show and present to the Executive for input and subsequent approval. The financial status of the Quilt Show will be included in the Treasurer's monthly report.

Revision History

Date	Description of Change
12May2022	New Document with Constitution Review
11May2022	<ul style="list-style-type: none">• Added bullet on CQA membership and insurance to President.• Updated information for Secretary and mail.• Add information under Treasurer on requirements for changing signing officers