



The Region of York Quilt Guild

Emergency and Backup Procedures

Meetings

Inclement Weather

1. The President (or a subset of the Executive) will make the decision to cancel 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 webmaster to request that we place a highly visible notice on the home page of the website. If the webmaster cannot be reached or is not able to access the website, contact the previous webmaster who should have access to the website. The website update would likely take place after 5:30 pm.
4. The Past President will contact those members without convenient internet access. The President and then Vice-President will be backup if the Past President is not available.
Important Note: This list needs to be updated from the membership list.
5. If for a Guild or Executive meeting, the President will contact facility staff at 905 953 5302 ext. 2835 to request a notice be put on the doors regarding the cancellation. If it is not too dangerous, the President can go to the Newmarket Community Centre in case members show up. For any other Guild event, during business hours contact Town of Newmarket contract (Melissa McBride) at 905-953-5300 ext. 2614, after hours contact the Magna Centre for assistance at 905-953-5303.
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.

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

A backup host will be identified to the Executive, 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.

Longer Term Inability to Continue

It is the responsibility of all Officers, Executive, and Special Committees to ensure that a family member is aware of any guild property that they have.

Treasurer

1. The President and Past President have password to financial personal computer. NOTE: confirmation from Treasurer that family know where the computer, password, and any documents are stored satisfy this requirement.
2. President to request a volunteer to take over for Treasurer (e.g. previous treasurers or those with bookkeeping experience).
3. President to change signing authority at bank. Note that the President and Past President need to be provided the contact info at bank when they take office.
4. Treasurer or their family to provide PC & Guild documents to President. The Treasurer should ensure that their family knows where these are located.

Webmaster

4. President, Vice President and Past President have procedures, and the login info (including password) for guild email and web-
2. President to request a volunteer to take over for webmaster (e.g. previous webmasters or those with web experience).
3. Webmaster or their family to provide any Guild documents to President. The Webmaster should ensure that their family knows where these are located.

Social Media

1. President, Vice President and Past President have procedures and the login information (including password) for social media accounts.
2. President to request a volunteer to take over for social media (e.g. previous social media person or those with experience).
3. Social Media Coordinator or their family to provide any Guild documents to President. The Social Media Coordinator should ensure that their family knows where these are located.

Backup Procedures

All committees that interact with members at General meetings, as well for the president and secretary for Executive meetings, need a backup plan in the case that you/your entire committee are not able to attend the meeting.

General Meeting

Position/Duty	Backup
President – meeting chair	VP
President – room layout to Town, agenda	VP
Membership – member greeting, guest registration	VP/PP/volunteer
Program – speaker booked	President
Program – speaker cancellation	Alternate activity, i.e. Quilt Bingo
Outreach – all members absent	VP to collect incoming quilts
Library – all members absent * need to get a copy of key to the President	VP/PP/volunteer
Quilters Corner – all members absent	VP to collect incoming items
Display	President

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
Past President – new executive	President

Guild Information

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