



## The Region of York Quilt Guild

### Executive Roles and Responsibilities

#### Officers of the Guild and Executive Committees

- 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 a meeting of the general membership in the event of inclement weather. See Emergency and Backup Procedures.
- Contribute and meet the schedule of the monthly newsletter.
- 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

- Length of Term: 1 year
- Is a member of the Guild in good standing usually has served a term as Vice-President.
- The President shall preside as Chair at all annual and special general meetings of the Guild and all meetings of the Executive and Officers.
- The President shall supervise the general affairs of the Guild, shall perform all duties incident to her/his office, shall sign all instruments which require her/his signature and shall have such other powers and perform such other duties as may be assigned to her/him by the Executive. This includes striking a committee on a regular basis to review the Guild's Bylaws and Policies. The committee should consist of at least 2 Officers and 1-2 members at large.
- The President shall be vested with full authority to manage and direct the business and affairs of the Guild, save and except such matters and duties as by law must be transacted or performed by the Executive or by the members in general meeting, or such lesser power as the Executive may decide.
- The President shall perform all such duties as the Executive may determine, and shall conform to all lawful orders given by the Executive.
- Some of the duties of President, Vice-President and Past President may be shared amongst these 3 positions as appropriate relating to individual abilities and interests, and for continuity. Ideally, an incoming Vice-President would take on certain specific responsibilities and carry them through to the end of her/his Past President

term, passing them off to an incoming Vice-President for the subsequent year.

**Duties:**

- Chair all general and executive meetings.
- 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.
- Primary liaison with the Town Office to book all meeting rooms and submit room layouts for all Guild events to town office.
  - Validate all invoices and send to Treasurer for payment.
  - A copy of Guild insurance must be sent to the Town Office each year when received (November 1 to October 31 each year).
- Arrive early at monthly Guild Meetings to check venue.
- Work with Treasurer to ensure proper handling of Guild funds.
- Keep overview of all committees and fill in or help where needed and be available for questions.
- Proof read newsletter before publication.
- The Secretary and Treasurer will provide their backup data via email or on a USB that will be kept in a safe place.
- Notify members and town office in case of meeting cancelation.

**Vice-President**

- Length of Term: 1 year
- Is a member of the Guild in good standing.
- Attends all, or a majority of all meetings, including but not limited to Guild, Executive, Officers, Annual General and Special Meetings.
- The Vice-President shall have such powers and perform such duties as may be assigned by the Executive.
- Some of the duties of President, Vice-President and Past President may be shared amongst these 3 positions as appropriate relating to individual abilities and interests, and for continuity. Ideally, an incoming Vice-President would take on certain specific responsibilities and carry them through to the end of her/his Past President term, passing them off to an incoming Vice-President for the subsequent year.

**Duties:**

- Assume the duties and preside at all meetings of the Guild in the absence of the President.
- Ascends to the Presidency in the 2nd year of her/his term.
- Attends functions that the President is unable to attend.
- Shall perform any open Committee Chair positions until that position can be filled from the general membership.
- Chair specific committee to complete a defined task as requested by the President.

- Member of the Nominating Committee for executive positions.
- Send sympathy cards on behalf of the guild to any members who has lost a loved one.

## **Past President**

- Length of Term: 1 year
- Is a member of the Guild in good standing and has served a term as President.
- Attends all, or a majority of all meetings, including but not limited to Guild, Executive, Officers, Annual General and Special Meetings.
- Some of the duties of President, Vice-President and Past President may be shared amongst these 3 positions as appropriate relating to individual abilities and interests, and for continuity. Ideally, an incoming Vice-President would take on certain specific responsibilities and carry them through to the end of her/his Past President term, passing them off to an incoming Vice-President for the subsequent year.

### **Duties**

- Convenes the Nominating Committee for executive positions.
- Present nominees for executive committees at Annual General Meeting.
- Chair specific committee to complete a defined task as requested by the President.

## **Secretary**

- Length of Term: 2 years
- Is a member of the Guild in good standing.
- Attends all, or a majority of all meetings, including but not limited to Guild, Executive, Officers, Annual General and Special Meetings.
- The Secretary shall be responsible for the care and custody of the Guild's minute books, legal documents and registers, and shall perform such other duties as the Executive may determine.
- The duties of the Secretary may be shared with another Officer for the purpose of the care and custody of the legal documents and registers.

### **Duties:**

- Prepare Agenda prior to Executive Meeting.
- Track Attendance at the Executive Meeting.
- Record Topics discussed at Executive Meeting & record Actions and Motions.
- Send out the Minutes via email to Executive Members for Review & Approval.
- Annual General Meeting:
  - Prepare Agenda with President
  - Review the prior Minutes with members present at the meeting for approval
  - Record the minutes of meeting

- Publish Minutes to website
- Maintain an inventory of Guild Assets and where they are currently located.
- Maintain a copy of the Guild Insurance.
- Maintain the corporate books. Annually (after the AGM) file the “New Officers Directors” and update the registry online.
- Maintain a copy of all the executive meetings minutes and other information deemed important by the executive on a flash drive or google drive. Provide a backup copy to the President.

## **Treasurer**

- Length of Term: 2 years
- Is a member of the Guild in good standing.
- Attends all, or a majority of all meetings, including but not limited to Guild, Executive, Officers, Annual General and Special Meetings.
- The Treasurer shall have the care and custody of all funds and securities of the Guild and shall deposit the same in the name of the Guild in such bank or banks, or with such depository or depositories, as the Executive may direct, and shall perform such other duties and present financial reports as the Executive may determine.
- Shall provide support to incoming Treasurer for at least one month to ensure smooth transition of all financial records, including but not limited to bank reconciliation and monthly financial reporting to the Executive.
- Must have knowledge of basic accounting and spreadsheets (i.e. Microsoft Excel).

### **Duties:**

- Each year the Treasurer will review the “Letter of Direction” that is required by the bank for signing authority for any updates. If updates are required:
  - An appointment will be scheduled with the bank contact/manager.
  - This meeting will include the President, the Vice-President, the Incoming Treasurer, and the Bank Contact. The bank requires 2 forms of identification, i.e. driver’s licence and credit card.
  - If one of the above positions is vacant the Secretary or Past President may be signing officers.
  - The “Letter of Direction” (change of signing officers) will be updated. Access ATM bank cards, signatures on cheques and GICs investments can be discussed during this meeting.
- “New Officers Directors” required for Corporation filing will be signed by the Treasurer
- Issue cheques to committee members and executive members for expense reimbursement as provided.
- Make deposits at bank on a regular basis.

- Make spreadsheet entries to record income and expenses.
- Maintain a backup of the spreadsheet that is provided to the President on a quarterly basis.
- Prepare reports from spreadsheet for executive meetings, at a minimum quarterly.
- Twice a year publish on the Guild’s website the financial reports for guild members. Once for the Annual General Meeting year-end August 31, and second in February.
- Reconcile monthly bank statement.
- Pick up mail from Mail Box (address is on our cheques) and distribute at Executive or General Meetings (currently Secretary has second key).
- Maintain deposit and expense forms that are available on website (PDF & Excel versions).
- Prepare and maintain budget through approval process:
  - Share mid-term budgets with Executive members at January Executive Meeting
  - Share mid-term budgets with Executive members at April Executive Meeting; review and start thinking about budget requirements for following year
  - Review Preliminary Budgets with Executives in detail at May Executive Meeting
  - Approve Budgets at May Executive Meeting
- Prepare and maintain year end reports through approval process:
  - Ensure all transactions are completed at bank by August 31 (remind at last executive meeting before summer break)
  - Use the Month of September to finalize the previous year’s financial records
    - a. Regular Guild records
    - b. Quilt Show records (every 2<sup>nd</sup> year, i.e. year that we have a show)
    - c. Any special events records
  - Update the Budget Analysis to determine the amount of the Financial Reserve.
  - Provide all financial records and year end reports to (the Reader) “Member Reviewer” by October
  - Collect financial records and year end reports from (the Reader) “Member Reviewer” by December
  - Provide the report from the “Member Reviewer” to all Officers and liaise with Member Reviewer with any questions/comments
  - Make any changes as requested by the Member Reviewer in February
  - Complete and submit the NPO (Non-Profit Organization Information Return to the CRA
- Present Financials at the Annual General Meeting (could also be done by another Officer).
- Maintain financial records for 6 fiscal years plus current year (CRA Rule).
- At a glance monthly activities for Treasurer:

August	<ul style="list-style-type: none"> <li>• Bring Cheque book to the post office mailbox. Write cheque to renew the post office mailbox rental</li> <li>• Post August year-end financial reports to website</li> </ul>
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	<ul style="list-style-type: none"> <li>• Liaise with <a href="mailto:info@regionofyorkquiltguild.ca">info@regionofyorkquiltguild.ca</a> to pay the Town of Newmarket for the hall rental for general and miscellaneous meetings for the year.</li> <li>• Review bank signing authority ("Letter of Direction") for any updates and make appointment with bank as required</li> <li>• As requested by the Secretary sign "New Officers Directors" for corporate filing.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Payment for CQA Membership and insurance</li> <li>• Review current GIC maturity dates (*GIC 1 Maturity September 30, 2023)</li> </ul>
October	<p>Validate CQA payment was received (contact would receive updated documents)</p> <p>Insurance runs November 1 to October 31</p>
November	* Process incoming (liaise with Newsletter) advertising dollars in November and December via e-transfer or cheque
December	GIC 2 mature December 1, 2024
February	Post February month-end financial statements to the website.
March	Beginning renewal of Membership,
April	Prepare draft budget for the Officers to review. Co-ordinate data from Program, Workshop, and Webmaster to pay, Domain name, Calendar Whiz
May	Share, discuss, and approve the budget at the May executive meeting.
June	Check mailbox twice during the month for late membership fees
July	Check mailbox twice during the month for late membership fees

## **Executive Committees**

- Length of Term: 2 years
- Can be multiple members with one member acting as committee chair.
- Attends all, or a majority of all meetings, including but not limited to Guild, Executive, Annual General and Special Meetings.

## **Program**

- Should have good organizational skills and public speaking ability. (Note: It would be acceptable to split the program role so that the public speaking component is handled by another executive member or a Program assistant.)

### **Duties:**

- Plan and arrange the program component for each of the 8 guild meetings throughout the year.
- Where a speaker requests an unusually high fee or other stipulation, obtain the approval of the President prior to agreeing with the speaker/signing the contract.
- Confirm with speaker as the date approaches.
- Provide a list of updated speakers at executive meetings and to our webmaster to be put on the Guild's website.
- Prepare information on the speaker to the Newsletter Convenor to be put in the Guild's newsletter.
- Obtain an invoice from the speaker in advance of the meeting; arrange with the Treasurer for payment.
- Contact potential speakers and arrange for their visit to the guild, which could include booking hotel or arranging for billeting.
- Arrive early to each meeting to help with speaker setup and assist with take down after the meeting. This may include the setup of equipment needed for a powerpoint/slide presentation, or tables needed for display or sales.
- Prepare a contract with each speaker using the standard guild contract form or form provided by the speaker; arrange for the speaker to sign it; sign on behalf of the Guild. Send a copy of the contract to the Secretary.
- Network with other area guilds to share speakers and program ideas.
- Liaise with Workshop chair if speaker is teaching a workshop to confirm logistics and cost allocation.

## **Membership**

- Friendly manner and able to work with others.
- Should have good organizational skills, knowledge of Excel, Word and e-mail programs.

## **Duties**

- Manning the Membership Table during general meeting.
- Providing information about the guild and membership.
- Managing Cash Box at the Membership Table.
- Maintaining Guest Registry & collecting Guest Fees.
- Selling Guild Pins and other items at the Membership Table.
- Keep membership information up to date with excel spreadsheets complying with guild privacy policy.
- Send updated membership list to executive as updated.
- Send a pdf 'clean' version of the membership list to members at least once a year, normally in November. For members that do not want their information published remove all information except for name.
- Advising the Webmaster, Social Media and Newsletter Chairs of changes in membership.
- Ordering Membership Name Badges.
- Prepare Membership Cards for Distribution.
- Preparing and Distributing New Members Packages (normally via email).
- Canvas for New Member Ambassadors, and send out introductions
- Prepare and Processing Renewal Forms.
- Advising Members of Renewal with Notices in the Newsletter and Website.
- Managing Membership Waiting List.
- Prepare Membership Deposit and Expense Forms for Treasurer.
- Document retention of membership forms.

## **Newsletter**

- Organizational, communication and editing skills.
- Ability to use computer and publishing software such as Word, Publisher, In Design, Mailchimp or the like as well as Microsoft Excel and email.

## **Duties:**

- Prepare and confirm agreement of annual schedule of due dates for newsletter submissions, review and approval, and posting. This should be done prior to August executive meeting to kick off the new fiscal year.
- Issue monthly reminders and receive submissions from various committees within the guild executive for communication throughout the membership.
- Compile and deliver draft newsletter to the executive for



revisions/approval/finalization. Revise the draft newsletter as necessary and publish the newsletter via Mailchimp. Email the Mailchimp link of the newsletter to the Webmaster to post on the website.

- Print and mail double sided copies of newsletter to members who have no email or have advised that they require a printed copy. \*\*This is expected to be a very small number of members who do not have internet access.
- Monitor the Newsletter Editor's Gmail account ([newsrygg@gmail.com](mailto:newsrygg@gmail.com)) and share with the Executive any newsletters shared from other guilds.
- Update the contacts list in Mailchimp. This includes email addresses for current members, vendors, other guilds we are sharing our newsletter with, CQA Regional Rep.
- Contact and confirm vendor advertisements in the newsletter
  - Email yearly invoice to all existing vendors for reply and payment
  - Issue via email payment receipts to vendors
  - Update Advertiser information in the Newsletter as required.
  - Communicate list of advertisers/modifications to the Webmaster for posting to the web
  - Provide to the Treasurer a spreadsheet of vendor information, invoice number, receipt number, payment received.

## **Social Media**

- Organizational, communication and editing skills.
- Ability to use computer and publishing software such as Word, Publisher, In Design or the like as well as Microsoft Excel and email.

## **Duties**

- Participating in Executive meetings once a month (by Zoom) so as to be in the loop re what is going on in the guild.
- Monitoring the private FB group to approve requests to join (need to check against the membership list) and once a year deleting members who haven't renewed. Monitoring discussions to see if there are comments requiring a response from the exec. Making posts to initiate conversation/bring awareness to events/workshops etc.
- Making all posts to the FB page, which is where we do our marketing to outside the guild. May also include activities to increase followers such as tying in posts to other larger groups to the extent permissible.
- Making a contribution to the newsletter once a month to encourage members to follow us on social media.
- Where requested by a member of the executive, making social media posts to advertise guild activities such as upcoming program and workshop events.
- Monitoring the Instagram page for requests, follows, private messages etc. Using stories to share interesting links, photos from guild meetings etc.

## **Outreach**

- At least one committee member must have space to store fabric, batting and completed quilts
- Must be physically able to pack and transport fabric and quilts for meetings and deliveries

## **Duties**

- Oversee making of Quilts/Kits, including (but not limited to) choosing patterns, cutting fabric, backing, batting, and binding.
- Purchase fabric and batting to compliment donations.
- Oversee distribution of Quilts:
  - Liaise with community agencies regarding their needs and distribute the donations, currently this is done 3-4 times a year handing out quilts as the agencies need them. They can also be handed out twice a year if that works better for the committee in June and December.
  - Make recommendations to the membership each year for designated community outreach agencies.
- Attend Monthly Guild meeting to manage the Outreach table and facilitate the exchange of kits, quilts etc. Note that the committee arrives early to organize and count kits and set up. At end of meeting take down table and on return home sort donations, figure out backs for tops received, bindings needed etc.
- Keep records of all donations made and where distributed.

## **Library**

### **Duties:**

- Arriving before the doors open to set out the library books and pack up the books at the end of each meeting for storage at the Community Centre.
- Being available at the library tables to receive books returned and loan new books before the meeting and at break.
- Maintaining an up to date inventory of books and posting this list on the website. Usually this is done in the summer. This includes culling books that are seldom borrowed.
- Purchasing new books when funds are available. Donations and suggestions from the membership are welcomed as well.
- May choose to run a garage sale to fundraise for the library.

## Workshop Coordinator

### Duties:

- Maintain a calendar for the Newsletter and Webmaster to advertise upcoming events as soon as classes are scheduled.
- A written contract is prepared and executed between the guild and the workshop teacher using either the Guilds standard form or the Teachers preferred document. Send a copy of the contract to the Secretary.
- A venue is booked and payment arranged. (bookings with the town, arranged through the Guilds contact person)
- Sign up guild members in person and collect fees (cash or cheque). Or through Eventbrite when virtual.
- Set up room on day of event, adhering to risk management plan.
- Coordinate with instructor date and times. In addition ask them to provide a course description as well as any presentation needs and participant supply lists or kits available for purchase.
- Arrange for workshop location and accommodations keeping in mind necessary requirements (lighting, outlets, tables, and any equipment needed by teacher, accessibility, parking, and kitchen if required).
- Liaise with the Program Convener if the workshop instructor is also a presenter at a Guild meeting.
- Maintain inventory of guild supplies for use by various committees (Retreat, Mini Retreat, Sew Socials, etc.).
- Register and maintain an accurate list of participants. If necessary maintain a waiting list for each workshop, notifying those on the list in order as soon as space becomes available.
- Advise participants:
  - Supply List
  - Any other special requirements
  - Bring Guild name tags and lunch
  - Advise of any electrical requirements (extension cords and power bars)
- Maintain accurate financial records -
  - Budget is set, goal is to cover all costs. ( budget neutral)
  - Coordinate with Program on costs to be included
  - Collect participant fees (if paid by cash provide receipt) and provide to Treasurer
  - Arrange of payment for accommodations
  - Arrange to pay instructor
  - Purchase any necessary supplies if required
  - Provide Treasurer itemized list of income and expenses, complete with receipts
- Confirm delegate coordinator if unable to attend workshop.
- Day of Workshop
  - Ensure accommodations are set up as required, and left same at end of day
  - Assist instructor as required

- Have blank name tags available if required
- Maintain Refreshment area (coffee/tea/water)

## **Webmaster**

- This position requires use of your personal computer (pc or mac)

### **Duties:**

- Keep the Guild website current for each guild year.
- Keep the Guild website calendar up to date with Guild events, regional quilt shows, etc.
  - Webmaster will be required to use personal information for profile update.
- Monitor the Guild e-mail client (rygwd@gmail.com) and respond to queries as needed.
- Renewal of annual licenses for Web Hosting, (currently Web Hosting Pro), Web Domain (two names registered with Wed Hosting Pro), and Calendarwiz.
  - Invoices sent to current webmaster. Payment made with personal credit card and reimbursed by Guild Treasurer.
- Provide updated procedure for sending emails to Vice-President, President, and Past President.
- Post the newsletter to the website when published by Newsletter Chair.

## **Quilters Corner**

- Good interpersonal skills and a friendly manner, able to work with others as this is often a shared role.
- Should have good organizational skills.
- One committee member must have space to store display rack.
- Able to interact with Members to collect ideas, suggestions for future projects. Answer questions pertaining to current activity as well as providing samples.
- Work with current Executive to incorporate opportunities to blend groups such as sewing blocks for Outreach, Quilts of Valor, etc.

### **Duties:**

- Plan and arrange monthly activities for each guild year examples below but not limited to:
  - Fabric exchanges e.g. strips or I Spy
  - Block of the month
  - Mystery quilt (either purchased or available on line)
  - Row by row
- Set up and take down the monthly activity. Make sure there are samples available (if necessary) or printed materials to support.

## Historian

### Duties:

- Maintaining photos and printed materials that form a record of the Guild's activities and members' quilting achievements.
- Photos may be displayed in albums or electronic photo albums at Guild meetings and may be displayed on the Guild website;
  - Maintaining a record of Guild photos as part of the Historian's Binder
  - Displaying the photo albums at each Guild meeting
  - Ensuring that the taking, storing and publication of photos conforms with the Guild's Privacy Policy
  - Purchasing new photo albums, making prints as required and submitting in writing to the Treasurer expenses with receipts

## Display

### Duties:

- Encourage members to participate in Display through the Newsletter (following newsletter schedule) and at meetings.
- At In Person Meetings:
  - Using provided list, have members sign in quilts for display at the beginning of the meeting.
  - If person does not want photographs taken of their quilt, place a sign near the quilt.
  - Set up stands and hang quilts for display on the 3 stands or on the table.
  - Call up members from the sign-up list to display their quilts.
  - If members do not want to speak, use provided script to speak on their behalf.
  - Monitor quilts being displayed so that they are not handled.
  - Provide gloves for people who help to hold up display quilts.
  - Ensure quilts go back to their rightful owners at the end of the meeting.
  - Take down stands and store them in the library cart or take them home if there is no room.
  - Wash used gloves prior to next meeting.
  - Keep the lists in a folder for the full year.
- For online meetings:
  - Based on the newsletter schedule, add the due date for pictures and stories (if the person does not want to speak about their quilt) in the newsletter, providing instructions for sending clear pictures.
  - Due date is on the Monday prior to the meeting.
  - Create a presentation (e.g. PowerPoint) to share at the meeting.
  - If Quilter does not want to talk about their quilt, use provided script to speak on their behalf.
  - If Quilter does not want a screen shot taken of their quilt, let audience know.

- Following each meeting, send presentations to Webmaster to be posted to the website.

## **Special Executive Committees**

### **Quilt Show**

- A previous Quilt Show Committee member (preferred but not essential).
- Review Risk Management Plan and identify mitigation as it relates to your committee. It is suggested that a checklist could be helpful.
- Contribute and meet the schedule of the monthly newsletter.
- Ensure compliance with Freedom of Information Act re publishing of members' personal information. Review membership list for those that do not want their pictures or personal information shared.

### **Duties:**

- Put together a Quilt Show team.
- Book the venue and arrange for insurance.
- Delegate the various jobs to committee members.
- Ensure the various aspects of the show are completed on time.
- Co-sign cheques with the Quilt Show Treasurer.
- Report updates to the executive.
- Submit website updates.
- The show is cost only, and a budget should be made accordingly.
- Weekend of Quilt Show
  - Be the contact person between the venue staff and committee members.
  - Assist committee members as required.
  - Be at the venue before the show opens and be the last person to leave after take down.
  - Encourage and support the committee.
- Prepare a year-end report of the work of the committee and submit to the Executive.
- Maintain and update a handbook that contains detailed information on quilt show procedures and planning schedule.