

Emergency Procedures – 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, Susan Sellers has 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 Melissa Gede-Crevelle 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.

Emergency Procedures – 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 the Past President.

Longer Term Inability to Continue

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 her family to provide PC & Guild documents to President. The Treasurer should ensure that her family knows where these are located.

Webmaster

1. President, Vice President and Past President have procedures, including password to web personal computer and the login info for guild accounts.
2. President to request a volunteer to take over for webmaster (e.g. previous webmasters or those with web experience).
3. Webmaster or her family to provide PC to President.

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 – 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
Block of the Month	VP to collect incoming blocks; postpone draw until next meeting
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