TQG <u>President</u> Job Description
(Elected Officer - Executive Board Member)

Primary responsibilities:

- Presides at Board Meetings and Guild Membership Meetings- if unable to attend, coordinates with 1st VP to preside
- Determines whether a quorum is present based on by-laws prior to Board votes and decisions
- Guides the Board and Guild members in adherence to the by-laws
- Serves as ex-officio member committees except for Nominations and Audit Committee
- Appoints chairpersons for standing committees and ensures information is shared by the former Chair when the new Chair assumes responsibility
- Discusses with Treasurer who will have access to Guild funds and ensures this information is shared with the bank
- Ensures scheduling occurs for Guild meetings
- Introduces self to administrative assistant of meeting location
- Oversees all activities of the Guild

Following the end of the President's term:

- Provides relevant information to the new President, including monthly list of duties for which the Guild officers are responsible and activities in progress
- Supports the new President during the transition

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised September 2025

TQG First Vice President (Workshops) Job Description
(Elected Officer - Executive Board Member)

Primary Responsibilities:

- Routinely attend Board and Membership meetings.
- Maintains written information for successor including letter of agreement, workshops scheduled for the months following the end of the incumbent's term.
- Follows the TQG Standard Operating Procedures and by-laws for completion of responsibilities
- Receives Board approval for workshop leaders, amounts and dates.
- Collects monies for all workshop registration during sign-up, and provides a written receipt to those who have paid.
- Works with the Treasurer to submit monies received and to ensure the workshop leader is paid according to the letter of agreement. Provides a copy of the letter of agreement to the Treasurer.
- Facilitates the current year's workshops by confirming workshop date and hours with the Board, and ensures the venue is available to TQG on the workshop date.
- Coordinates travel arrangements as needed (mileage or airline fees, hotel and meals, including hotel, whether a kit is needed and any associated cost, and the number of students the leader will allow. Serves as a coordinator on the day of the workshop.
- Ensures the venue has adequate space, set-up, ironing boards and irons. Ensures the venue is clean and set-up as it was before the workshop.

Following the end of the First VP's term:

- Provides a job description or direction to online document to the incoming 1st VP
- Supports the new 1st VP during the transition.
- Provides relevant documents, correspondence, "tips", email files etc. to the incoming VP

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG <u>Second Vice-President</u> (Programs) Job Description
(Elected Officer - Executive Board Member)

Primary responsibilities:

- Routinely attend Board and Membership meetings
- Plans quilting-related programs, including speakers, activities, technique-building
- Coordinates challenges, block-of-the-month, door prizes, and Secret Quilters with volunteers for each area in coordination with the President

Following the end of the 2nd VP's term:

- Provides job description or direction to online document to the incoming 2nd VP
- Supports the new 2nd VP during the transition
- Provides relevant documents, correspondence, "tips" email files, etc. to the incoming VP

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG Treasurer Job Description
(Elected Officer - Executive Board Member)

Primary responsibilities:

- Prepares a budget for the calendar year following receipt of the prior year's financial information. Presents the budget to the Board and Membership for approval.
- At the beginning of the year, determines who may write checks and use a Purchasing Card
- Goes to the Bank of America – Village Drive Branch (as of 2025) and ensures the signature cards and Purchasing Cards reflect the current officers with access to the TQG account
- Is responsible for all Guild monies and prepares monthly financial reports for the Board and Membership meetings. Does not provide a financial report in online reporting unless a secured site
- Accepts monies for raffle quilt sales, Membership dues, workshops, etc from the Membership and deposits into the TQG account.
- Disburses funds in accordance with the budget and/or as directed by the Board of Directors
- Maintains an itemized record of all receipts for expenditures
- Serves as Chair of the Finance Committee
- Delivers to the Finance Committee approved auditor or audit committee by January 15

Following the end of the Treasurer's term:

- Provides job description or direction to online documents to the incoming Treasurer
- Supports the new Treasurer during the transition
- Provides the checkbook, relevant documents, correspondence, "tips", email files etc. to the incoming Treasurer

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG Secretary Job Description
(Elected Officer - Executive Board Member)

Primary Responsibilities:

- Establishes and maintains access to TQG Google Account
- Routinely attend Board and Membership meetings.
- Records accurate minutes of all TQG meetings including Board and Membership meetings.
- Reviews minutes at each Board meeting for corrections and approval.
- Prepares official correspondence for the President and Board of Directors as needed.
- Preserves a file (paper & electronic) of all minutes and correspondence as deemed necessary by the Board and Membership.
- Arranges for coverage when unable to attend Board meetings.

Following the end of the Secretary's term:

- Provides job description or direction to online document to the incoming Secretary
- Supports the new Secretary during the transition
- Provides relevant documents, correspondence, "tips", email files, etc. to the incoming Secretary
- Makes sure the incoming Secretary has access to the TQG Google Account

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG <u>Membership Committee Chair</u> Job Description
(Appointed - Voting Board Member)

Primary responsibilities:

- Greets members and guests at the Membership Table at TQG meetings
- Collects annual dues with membership application forms for current and new members
- Makes and distributes new member packets to those who join the Guild
- Issues membership cards
- Maintains a current roster of all members and distributes hard copy one time per year and email updates quarterly.
- Gives attendance and membership report during the meeting
- Sends new member contact information to the Newsletter Editor following each meeting
- Routinely attends TQG Board and Membership meetings

Following the end of the Membership Chair's term:

- Sends current membership spreadsheet to the next Membership Chair
- Provides job description, new member packets, application forms, and membership cards to the next Membership Chair
- Supports the new Membership Chair during the transition
- Provides additional helpful 'tips', documents, email files, etc to the next Membership Chair.

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised April 2025

TQG VA Quilts Chair Job Description
(Appointed - Voting Board Member)

Primary responsibilities:

- Contacts VA Volunteer Services to introduce yourself as the Tarheel Quilters Guild Chair of VA Quilts
- Coordinates visits to deliver quilts with Volunteer Services at a time convenient to both parties
- Collects VA quilts made by the TQG members and store them in a smoke-free and pet-free environment
- Maintains monthly count of quilts collected and batting units distributed and provide to the Board quarterly
- Provides routine updates to the TQG membership about quilts needed and interactions with the VA
- When approved by the VA, invites TQG members to assist in distributing quilts to the Veterans
- Routinely attends TQG Board and General Membership meetings
- Arranges for someone to pick up the VA Quilts at the Membership meeting if unable to attend

Following the end of the VA Quilts Chair's term:

- Provides job description (or direction to online document) to the incoming Chair
- Supports the new Chair during the transition
- Provides relevant documents, correspondence, "tips", email files etc. to the next VA Quilts Chair

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG <u>Baby Quilts Chair</u> Job Description
(Appointed - Voting Board Member)

Primary Responsibilities:

- Contacts the NICU Social Worker to introduce yourself as the TQG Baby Quilts Chair
- Coordinates visits to deliver quilts with the NICU Social Worker at a time convenient to both parties
- Collects Baby Quilts made by the TQG members and store them in a smoke-free and pet-free environment
- Maintains monthly count of quilts collected and batting units distributed and provide to the Board at least quarterly
- Provides routine updates to the TQG membership about quilts needed and any feedback received from the NICU
- If approved by the NICU, invites TQG members to assist in distributing quilts to the neonates' parents
- Routinely attends TQG Board and General Membership meetings
- Arranges for someone to pick up the Baby Quilts at the Membership meeting if unable to attend

Following the end of the Baby Quilt Chair's term:

- Provides job description or direction to online document to the incoming Chair
- Supports the new Chair during the transition
- Provides relevant documents, correspondence, "tips", email files etc. to the incoming Chair

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG <u>Communications Chair</u> Job Description
(Appointed - Voting Board Member)

Primary Responsibilities:

- Maintains an ongoing list of preferred contact method for members who don't use email or have an online presence, including their preferred method of receiving last minute TQG information (e.g., weather-related cancellation of Guild activities
- Works with the Board to make sure important information is highlighted on an easel or posterboard at the Guild meeting
- Is proactive in seeking new ways to fill in knowledge "gaps" and their possible cause(s) based on feedback from TQG members and TQG meetings
- Routinely attends Board meetings and Membership meetings

Following the end of the Communication Chair's term:

- Provides job description or direction to online document to the incoming Chair
- Supports the new Chair during the transition
- Provides relevant documents, correspondence, "tips", email files, etc. to the incoming Chair

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG <u>Sunshine Committee Chair</u> Job Description
(Appointed - Voting Board Member)

Primary responsibilities:

- Routinely attend Board and Membership meetings
- Sends cards, or pop-up cards to members who are ill, have lost a loved one, or in need of encouragement. For members who have been in the hospital, recovering from a length illness, or have lost someone who lives in the home, a small plant or $25 gift card may be sent.
- Routinely asks the Board and Members to keep them informed of any needs so that cards and/or gifts may be sent.
- Notifies the President of any deaths or catastrophic events which may require attention.
- Provides birthday cards to members at Membership meetings

Following the end of the Chair's term:

- Provides job description or direction to online documents to the incoming Chair
- Supports the new Chair during the transition
- Provides relevant documents, leftover cards, gifts, "tips", email files etc. to the incoming Chair

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG <u>Parliamentarian</u> Job Description
(Appointed - Executive Board Member)

Primary responsibilities:

- Routinely attends Board and Membership meetings
- Maintains working knowledge of the current Robert's Rules of Order as they apply to TQG activities (copy provided)
- Advises the President on protocol procedures and parliamentary practices when needed

Following the end of the Parliamentarian's term:

- Provides job description or direction to online document to the incoming Parliamentarian
- Supports the new Parliamentarian during the transition
- Provides relevant documents, copy of current Robert's Rules, correspondence, "tips" email files etc. to the incoming Chair

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG <u>Social Media/Brand Manager Chair</u> Job Description
(Appointed - Voting Board Member)

Primary responsibilities:

- Routinely attend Board and Membership meetings.
- Maintains access to all social media (including but not limited to Facebook, Instagram)
- Reviews the TQG webpage at least quarterly, and reviews Facebook posts to both the public and private webpages
- Coordinates with the webmaster and the Facebook page administrator for timely posting of relevant information
- Based on Board and TQG objectives, optimizes TQG's presence on social media for recruiting and image
- In collaboration with the Community Liaison Chair and Membership Chair, promotes the TQG brand in the community in accordance with TQG objectives
- Develops TQG contact cards and other pertinent flyers for distribution to local quilt shop vendors

Following the end of the Social Media/Brand Manager Chair's term:

- Provides job description, relevant correspondence and access to TQG social media accounts to the incoming Social Media/Brand Manager Chair
- Supports the new Social Media/Brand Manager Chair through the transition
- Provides additional helpful 'tips' to promote the incoming Chair's success

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Developed October 2025

TQG <u>Newsletter Editor</u> Job Description
(Appointed - Voting Board Member)

Primary responsibilities:

- Routinely attend Board and Membership meetings
- Sets a standard monthly deadline for Board and Membership submission of articles for the Newsletter (often the Friday following the monthly Membership meeting
- Prepares and distributes the Newsletter via email to the Membership by the 3rd of each month
- Works in collaboration with the Membership Chair to ensure distribution list if updated to include new members
- Works in collaboration with the Communications Chair to ensure members who don't have an online presence to mail a hard copy of the Newsletter to the members.
- Maintains the TQG Gmail account

Following the end of the Newsletter Editor's term:

- Provides job description or direction to online document to the incoming Editor
- Provides relevant documents, correspondence, "tips" email files etc. to the incoming Editor
- Supports the new chair during the transition
- Provides relevant documents, correspondence, "tips', email files etc. to the incoming Editor

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025

TQG Community Liaison Chair Job Description
(Appointed - Voting Board Member)

Primary responsibilities:

- Establishes and maintains with community partners relevant to the Guild (Arts Council, Cape Fear Botanical Gardens, Cumberland Community Foundation, etc)
- Coordinates activities in the community which demonstrate TQG's charitable activities and demonstration/preservation of the art of quilting
- Attends workshops provided by community partners or arranges for a substitute attendee, such as the Cumberland Community Foundation

Following the end of the Community Liaison Chair's term:

- Provides job description or direction to online document to the incoming Chair
- Supports the new Chair during the transition
- Provides relevant documents, correspondence, "tips", email files etc. to the incoming Chair

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Developed October 2025

TQG Scholarship Chair Job Description

Primary responsibilities:

- Maintains and updates as needed the Scholarship tracking grid and ensures the most recent document is posted on the website
- Educates the Membership at least quarterly either during the Membership meeting, in the newsletter, or through posting information at the meeting the purpose and benefits of participating in the scholarship program
- Collects the year's scholarship tracking grid at the November meeting and tallies the results prior to the December meeting
- Determines eligibility of each member who submitted a sheet for award eligibility
- Works with the Board to determine the tokens of appreciation to be awarded to eligible members
- Announces winners and distributes tokens of appreciation at the December meeting

Following the end of the Scholarship Chair's term:

- Provides job description or direction to online document to the incoming chair
- Supports the new Chair during the transition
- Provides relevant documents, correspondence, "tips", email files etc to the incoming Chair

Other requirements for all Chairs and Executive Board Members:

- Is courteous to all TQG members
- Participates as a team player on the Board
- Brings to the attention of the appropriate TQG officer or chairperson concerns expressed about their area of responsibility

Revised October 2025