



Officer Job Descriptions

October 27, 2018

President

- Presides over all monthly meetings according to a planned agenda, including the program (set by the program committee), any business items, and show and tell, so that the monthly meetings run in a smooth and timely manner.
- Designates a photographer for each meeting
- Calls for and presides over Meetings of Officers as necessary. At these meetings, guild policy and strategy may be discussed and decided upon. If such decisions require further discussion and/or a vote by specific individuals or general membership, this will be set at a board meeting, and announced at a monthly meeting
- Periodically confers with Vice President, Secretary, Treasurer, and Program Committee to ensure that NMQG business is being followed as described in by-laws, and that NMQG is running well and according to schedule; that the Duties of the Officers are being followed.
- Sets and oversees execution of at least one measurable goal per year on NMQG improvement, through programming, increasing membership, philanthropy, or other activities
- Newly elected/incoming President must sign signature cards at Peoples United Bank

Vice President

- In the temporary absence of the President at a monthly meeting, the Vice President will run the meeting
- Temporarily assumes the role of President if the President resigns and until an election can be held to nominate and vote on a new President
- Supports the President as requested

Secretary

Skills required for this position: ability to access Facebook to post about NMQG activities; basic computer knowledge, such as Microsoft Office; and ability to write and send e-mails, with or without attachments.

- In the temporary absence of the President and the Vice President at the monthly meeting, chairs the meeting
- Handles all guild correspondence, including sending emails to members for upcoming meeting announcements, workshops, etc.; posts announcements on FB site, and posts (or provides content for NMQG Website Admin to post) on NMQG website. Mid-month prior to a monthly meeting, sends out email to coordinator and facilitator of monthly program and fellow officers asking for program description and agenda items for the meeting. Receives information and one week/7 days prior to meeting, posts agenda items and program description on NMQG website (or provides to Website ADMIN), posts on FB, and sends out email to all members.
- Maintains an accurate and up-to-date list of NMQG members' names and contact information (working with Treasurer)
- Provides a brief, yet informative, report from each monthly meeting. Report should include the meeting date, number in attendance (noting specifically whether visitors attended), the agenda, and some details of each of the business items, including any decisions that were made, results of votes, and items that were tabled until a later date. Details of the program are not necessary or expected. These will be covered in a blog format if there is a volunteer to

do this, otherwise there will be no blog. Emails minutes to members and posts (or provides content for NMQG Website Admin to post) on NMQG website.

- Ensures that an accurate and current version of NMQG By-laws are posted on the NMQG website; keeps a hard copy version of the By-laws and Robert's Rules of Order on record to be available at all meetings.
- Newly elected/incoming Secretary must sign signature cards at Peoples United Bank

Treasurer

Manages revenue and expenses

- Newly elected/incoming Treasurer must sign signature cards at PeoplesUnited Bank
- Handles all monetary transactions including the collection of dues, fees for workshops, and payment for website needs or other services
- Manages the NMQG checking account and activities associated with this account, including the signing of checks
- Records and pays expenses (from checking account)
- Records and deposits revenue
- Reconciles checking acct
- Keeps an up-to-date balance sheet using transactions spreadsheet
- Pays annual dues to the national Modern Quilt Guild
- Files Federal and State tax forms as required

Tracks Membership

- Maintains an accurate and up-to-date record of members in good standing (i.e. have paid their dues by the set deadline)
- Reports current membership roster to officers
- Reports current membership roster to national MQG by logging into MQG website
- Provides sign-in attendance sheet at the beginning of each monthly meeting; records attendance after the meeting
- Collects a \$5 fee from visitors at the monthly meetings

January

- Files information return with IRS (form 990-N) through MQG

February

- Sends dues to national MQG; deadline for renewal/payment is March 31
- Reports current membership roster to national MQG

April

- Pays annual filing fees using the Commonwealth of Massachusetts secure payment portal: www.mass.gov/ago/epay. \$35
- Files Form PC tax return with MA before April 15; use PDF Filler online

November

- Sends check to Rocky Hill for \$100
- Calls for dues renewal

December

- Before December meeting of each year, prepares a draft end-of-year activity report and a proposed budget for following year. Presents to other officers for comments (or when they request it) and revise budget as requested.
- At December annual meeting, presents to membership a final end-of-year activity report and proposed budget for upcoming year.
- Supplies a written copy of report to officers and NMQG members in good standing, upon request

NMQG Website Administrator

Skills required for this position: prior knowledge of WIX (or current website hosting platform), or the willingness to quickly learn WIX and apply this knowledge to operate site.

- Oversees all practical aspects of the NMQG website including:
 - Ensures the NMQG online calendar is up-to-date with information provided by the Officers or guild members.
 - Assists Secretary as required to post meeting minutes or other guild documents. NMQG Website Administrator is not responsible for creating content, only uploading or posting to the site.
 - Works with Treasurer to ensure hosting and domain fees are paid.
 - Maintains the NMQG website email address.