



*Established September 2014*

### **Job Description**

**President:** Responsibilities include, but are not limited to:

#### **Monthly:**

- Set the time and agenda, lead all board meetings, and communicate agenda one week ahead.

#### **Bi-monthly:**

- Attend and preside over all general meetings, from setting agenda, calling to order, through dismissal.
- Work with the vice president to ensure the general meeting agenda for members is created and printed ahead.
- Attend all sew-ins on opposite months.

#### **On-going:**

- Set/lead the overall direction of the guild and board.
- Work with Beechwood Church staff to ensure facilities are available/open needed dates, and communicate to the board/members as needed.
- Collaborate with the board to establish the guilds goals and initiatives for the next 12 months and strategize to accomplish them. Review quarterly whether these are being met.
- Periodically meet with the treasurer for impromptu reviews of the financial books.
- Organize and call special board meetings if needed.
- Ensure adequate coverage is in place for all events, and delegate duties/workload to board/general members as needed.
- Look for continuous improvement suggestions and bring these to the attention of the board.
- Work closely with all board members to promote the mission, membership and financial goals of the guild.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Operate within the framework of the guild's current bylaws.
- Oversee the nominating committee for replacing board members.
- Follow Robert's rules of order for all meetings. (Quick reference guide: <http://www.robertsrules.org/>)

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