

**President TO DO List-**

<b>MONTH</b>	<b>Items</b>
<b>JULY</b>	Open Church for Open Sew - 2nd Tuesday night: 6-9pm  Work with Secretary to identify meeting dates for next guild year for letter to church to request use of rooms
<b>AUGUST</b>	Open Church for open Sew - 2nd Tuesday night: 6-9pm  Hold Executive Board meeting to organize year: <ul style="list-style-type: none"> <li>• Try to have the first Board meeting in early to mid August. This will give everyone plenty of time to "get on the same page" - especially regarding membership (communication between Newsletter &amp; VP)</li> <li>• Review Budget for upcoming year</li> </ul>
<b>SEPTEMBER</b>	Indemnity Insurance Due - ensure Treasurer pays invoice
<b>OCTOBER</b>	Ensure Treasurer submits online Tax report for non –profit status
<b>NOVEMBER</b>	<b>Even Number Year</b> Ask for volunteers to make a Raffle quilt
<b>DECEMBER</b>	
<b>JANUARY</b>	Review Policies - Prepare Renewal Information  <b>Odd Year</b> – Beginning asking for Quilt Show Chairpersons
<b>FEBRUARY</b>	Appoint Nomination Committee - ask for volunteers at meeting
<b>MARCH</b>	
<b>APRIL</b>	Nominating committee presents officer Nominations to the guild membership  Ensure Treasurer pays Storage unit invoice for the year
<b>MAY</b>	Election of Officers  Appoint Financial Audit committee (previously Lillian Behrens and Ann Reiners)
<b>JUNE</b>	Installation of Officers occurs at guild meeting  Give Custodian a check for extra help at church - amount discussed at Board meeting  If applicable, Pat Knoechel gift for presentation - \$50 limit  Sign signature cards with BB&T bank – President and Treasurer are signers on guild checking account

Contact Numbers – Holy Cross church – 610-867-6231

George Treisner – Council President 610-866-3824

Pastor David – 484-554-6825

Mailbox at church is located by the offices B2 is assigned to Colonial Quilters

Updated June 2019

## **Duties of the President:**

- Create agenda for Board & monthly guild meetings. Distribute agenda via email to Board members. See template for agenda.
- Write President's message for the monthly newsletter & email to Newsletter contact by due date.
- Preside at all general membership meetings and Board meetings.
- Open church for Board meetings. Lock up at the end of the meeting - ensuring all lights & heat has been turned off or returned to original settings.
- Open church for summer Open sew meetings. Lock up at the end of the night - ensuring all lights & heat has been turned off or returned to original settings.
  - **Summer Sewcials** - 2nd Tuesday of July and August (regular monthly meeting days, but from 6-9pm).
    - President Responsible to call Church Custodian a few days prior to confirm set-up of tables for "workshop". Ask for about 14 long tables with 2 chairs at each to be set-up.
    - Open doors by 5:45pm if available, otherwise make arrangements with Program Committee.
- Keep inventory of who has keys to the church: President, Program Committee Chair & Hospitality.
- Lock up at the end of the monthly guild meeting - ensuring all lights & heat has been turned off or returned to original settings.
- Shall appoint (approve) Committee Chairpersons and serve as a member ex-officio of all Committees
- Be aware of activities of all committees and make sure duties are carried out properly
- Holder of one of the keys for the storage locker.
- Review duties & policies yearly for any updates.
- 2nd check signer on the guild checking account.