

# President's To-Do List/Schedule of Events/Timeline

## General Information

- Stay in touch with editor regarding content of newsletter
- Meeting minutes: usual turnaround is 2 weeks after meeting for initial proofreading before sending to entire Board for further proofreading (accomplished by Secretary)
- Website: check weekly to see that it is kept updated
- Facebook: check content regularly
- Storage shed holds supplies for Quilt Show and Seminar as well as guild records and historical information not yet transferred to digital storage. Review who has keys (present policy is President (or designee) and Historian's key presently shared by Quilt Show and Seminar Directors.

## January

- Prepare President's Message for website
- Send out agenda two weeks prior to General Meeting (set by outgoing president, but should be worked on together with incoming president)
- Appoint audit committee
- 
- General Meeting
  - GSQA charms presented to outgoing Board members by outgoing president with words of thanks
  - Installation Ceremony for newly elected Board officers conducted by outgoing past president
  - New president takes over meeting after installation of elected officers
  - Speech by new president
  - Quilt for outgoing president is presented
  - Membership roll call is conducted by Membership Director
  - Draw for Attendance Awards
  - Lotto Block kits to be sold
  - Opportunity Quilt blocks to be sold (odd-numbered years)

## February

- Nominations Chair (past president) selects committee members (four plus two alternates)
- Quilt Show publicity photos for website to Media Director (even-numbered years)

## March

- Send out agenda two weeks prior to Board meeting

- Prepare president's article for Quilt Talk
- Board Meeting
  - Confirm completion of audit
  - Conflict of Interest form to be signed by Board
  - Last-minute Seminar info (during odd-numbered years)
  - Circuit Teachers and Classes presentation—vote on changes/additions. Schedule time at July General Meeting for Teachers' Showcase
  - Announcement of Nominating Committee results
  - Marion Maerke Scholarship Award information to be included in Quilt Talk
  - Decide on challenge for Seminar (even-numbered years)
- Quilt Show (even-numbered years)
  - Welcome remarks at Rosebud Luncheon
  - Welcome remarks at any other Show function
- Seminar (odd-numbered years)
  - Welcome remarks before evening speakers
  - Welcome remarks before Teacher Show and Tell
  - Welcome remarks before any other Seminar event
- Quilt show opportunity quilt blocks
  - (changes to procedure in progress)

#### April

- Send out agenda two weeks prior to General Meeting
- Circuit Teachers and Classes information should be updated by now from the March board meeting (for display and distribution)
- General Meeting (not to conflict with AQS Show in Paducah)
  - Announce the guild challenge parameters for Seminar (in even-numbered years)
  - Drawing for lotto blocks sold in January

#### May and June

- Send out agenda two weeks prior to Board Meeting
- Prepare president's article for Quilt Talk
- Closely follow timeline for Opportunity Quilt, including appraisal and gaming license application deadline (odd-numbered years)
- Board Meeting (either end of May or early June—may have conflict with Memorial Day weekend and MQA Gathering first weekend in June which will not affect all members)
  - Nominating Committee presents proposed slate of officers
  - Opportunity Quilt Committee presents quilt design for approval (even-numbered years)

#### July

- Send out agenda two weeks prior to General Meeting

- Transfer Opportunity Quilt responsibility to Quilt Show Director
- General Meeting
  - Nominating Committee announces slate of officers. Request nominations from the floor (see script in PPM).
  - Lotto Block kits to be sold
  - Opportunity Quilt
    - Quilt is unveiled; tickets sold by committee under direction of Quilt Show Director
    - Past President (who chaired the committee) presents pins to members whose quilt blocks were included in the quilt
    - Hold drawing for unselected blocks designated for lotto-style drawing

## August

- Marion Maerke Scholarship Award applications due. Committee meets after application deadline.

## September

- Send out agenda two weeks prior to Board Meeting.
- Prepare president's article for Quilt Talk
- Board Meeting (because of Labor Day weekend, may want to meet in August)
  - Marion Maerke Scholarship Award recipient and alternate announced for approval by Board
  - If October election of officers is needed, the Quilt Talk must contain an absentee ballot

## October

- Send out agenda two weeks prior to General Meeting
- General Meeting (avoid Houston show date)
  - Election of officers, if necessary
  - Marion Maerke Scholarship Award winner and alternate announced; all nominees recognized
  - Drawing for Lotto Blocks sold in July
  - Opportunity Quilt block kits to be sold (even-numbered years)

## November

- Order more GSQA charms for outgoing Board members (presentation at January meeting)

## December

- Send out agenda two weeks prior to Board Meeting
  - Invite incoming elected officers
- Prepare president's article for Quilt Talk
- Board Meeting

- President's letter in Quilt Talk to remind members that the new Attendance Award tallying begins with the January General Meeting
- Obtain Board approval for appointments starting following January General Meeting
- Inventory of GSQA assets