



# Gulf States Quilting Association Policies and Procedures President

## **Policy Statement**

The President shall preside at all meetings of the Board of Directors and all general meetings of the membership; provide general supervision over the business and affairs of the organization; be empowered to call special board meetings as deemed necessary; appoint special committees as deemed necessary; keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to her successor. The President shall serve as an ex-officio member of all committees except the Nominating Committee.

## **Procedures/Standards and Roles & Responsibilities:**

- A. Two weeks prior to board and general meetings:
  - 1. Contact board meeting host or general meeting Program Director to make sure everything is arranged; site, set-up, refreshments, door prizes, etc.
  - 2. Review past minutes to make sure all outstanding matters have been resolved, or add to agenda for next meeting.
  - 3. Prepare an agenda
  - 4. Send copy of agenda to board members with information about location of meeting; request notification if they will not attend.
  - 5. Make sure the president-elect is well informed, so she can fill in for the president in her absence.
  
- B. Preside at all board and general meetings, as well as all organized nighttime activities at seminar. Be present as much as possible at the biennial show. There are no specific duties here because the show chairman is responsible for the show, but the president should be available to help where needed and to support the show director. The president should attend planning meetings and otherwise be informed of the status of all aspects of the show. The President should welcome guests to the rosebud Luncheon, and thank the show director and her committee.
  
- C. Appoint all committee chairs as listed in the By-Laws. Contact potential chairpersons to determine their willingness to assume a position and inform them of the duties of their office. Bring the nominations to the board meeting for approval.

Footer

## **Policy History**

Original Date: June 2009

Reviewed: November 2016

Approved: December 3, 2016



# Gulf States Quilting Association Policies and Procedures President

- D. Review the By-Laws to ensure that the board is in compliance.
- E. Instruct all new board members in the current policies and procedures of the organization, including expenses qualifying for reimbursement, times and dates of meetings, and the requirements for attendance and written reports. Advise all new board members of the confidentiality of board meetings. Provide all board members with a current copy of the GSQA Policies and Procedures Manual.
- F. Follow-up on all board mandated action.
- G. Keep a file of all paperwork generated for board and general meetings, including committee reports, treasurer's reports, and in minutes to be included in historical data maintained by historian.
- H. Write a letter to the general membership for the Quarterly Quilt Talk.
- I. Write a letter of welcome to new members to be included in membership information packets sent to them with their membership cards.
- J. Provide a welcome letter and photograph to Media Director to be posted on the GSQA website in January.
- K. Appoint five members of nominating committee, plus two alternates as listed in the By-Laws. Contact nominating committee members to determine their willingness to assume the position, inform them of their duties and send welcome letter and copy of the By-Laws, list of committee members, and current membership list. The Past-President chairs the committee.
- L. Order GSQA charms and present to retiring board members at January General Meeting.

Footer

## **Policy History**

Original Date: June 2009

Reviewed: November 2016

Approved: December 3, 2016



# Gulf States Quilting Association Policies and Procedures President

M. Perform additional duties as outlined in the attached Monthly To-Do Listing.

## **General Information:**

Agendas: Due 2 weeks prior to meetings – January, March, April, June, July, September, October, December

Quilt Talk article (President's Corner) due by editor's deadline or before: March June, September, and December.

Stay in touch with editor regarding content of newsletter

Meeting Minutes: Usual turnaround is 2 weeks after meetings for initial proofreading before sending to entire Board for further proofreading. (This is accomplished by the Recording Secretary)

Web Site: President's message posted after January installation Check website weekly to see that it is kept updated.

Lotto Blocks: Sell kits at January and July meetings. Return block for drawing at April and October meetings. This is handled by Ways and Means.

Storage Shed has scrapbooks, albums, display boards, vases (used at Rose Bud Auction), quilt rack, all quilt show supplies including several file boxes and other paper records. Check to see who have keys.

Footer

## **Policy History**

Original Date: June 2009

Reviewed: November 2016

Approved: December 3, 2016



# Gulf States Quilting Association Policies and Procedures President

Attachment: Monthly President's To Do List/Schedule of Events Timeline

Footer

## **Policy History**

Original Date: June 2009

Reviewed: November 2016

Approved: December 3, 2016