



States Quilting Association

Policies and Procedures

President - Elect

Policy Statement

The President-Elect shall work closely with the President and assist in her duties; in the absence of the President or in the event of her inability or refusal to act as directed by the Board of Directors, perform the duties of the President and when so-acting shall have the powers and be subject to all restrictions of the President; keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to her successor.

Procedures/Standards and Roles & Responsibilities:

1. Observe and learn the procedures of the organization.
2. Attend board meetings.
3. Attend general meetings.
4. Attend all activities.
5. Become fully knowledgeable of the operations of the organization.
6. Fulfill the duties of the President in her absence.
7. Be available to assist the President in her duties.
8. Keep a pertinent file of information on all board and general meetings.

Opportunity Quilt (President-Elect in Even Numbered Years only)

Be responsible for appointing and overseeing a committee to design and construct the Opportunity Quilt for the next quilt show. See attached guidelines.

Tradition:

Be responsible for overseeing the making of a wall quilt to be presented to the current President at the end of her term. The quilt will be signed by each member of the board. Present this quilt to the current President at the January general meeting at which President-elect becomes President

Policy History

Original Date: June 2009

Reviewed: August 2016

Approved: September 2016