

General Board Member Duties

Board Members are expected to be at the monthly Board Meetings held the last Tuesday of each month (with the exception of December) at 7:00 p.m. at the Senior Center (unless otherwise stated). Please notify the President if you are going to be absent from a meeting as two unexcused absences will result in removal from the Board.

Be prepared to give a report each month regarding your position. By having a monthly report in your notebook you will have everything at hand at the end of the year when you need to do your end of the year report. Always have your notebook with you to file your minutes and financial reports.

A majority of the flow of information will be processed through email. If you are an officer with a PQG email account in addition to your personal account please check it on at least a weekly basis. This is the way for members and non-members to seek information about the Guild. Board Meeting minutes will be sent by email; print a copy, put it in your book and bring it to the meeting. Reminders and other information will be sent from various Chairs that will need your regular attention. The newsletter will be sent to each board member for review/corrections before being sent to the printer. Accommodations will be made for those who do not have access to a computer.

Board Members should plan to be at both (if possible) or at least one of the General meetings held on the second Tuesday of each month at 1:00 p.m. and 7:00 p.m. at the Senior Center. If you are unable to be at either meeting please inform the President and arrange for someone to oversee your duties during that meeting.

The President, Vice President, two Members-at-Large, and the Speaker will do the general setup for the Guild meeting from 10:30 a.m. until 11:00 a.m. The room will then be locked. All other board Members should plan to be at the Senior Center no later than 11:45 a.m. to set up your area of operation and to help with any other duties as needed. The doors will open to the General Membership at 12:00 p.m. Your help will be needed at the end of the evening to make sure that all guild items are put away and help the Speaker with packing up.

All Board members and Past Presidents are welcome to join the Vice President and Speaker at dinner between meetings. Arrangements are made to arrive at the restaurant at 4:30 p.m. The goal is to return to the Senior Center by 6:00 p.m. when the doors will be open to the General Membership. The room is locked during that time to insure the safety of Speaker/Member/Guild items.

If you need to be put on the agenda to speak at a General Meeting please advise the President at least three days prior. If you normally do not have a table set up for you and need one (or more) please advise the week before the meeting as a diagram must be given to the Senior Center prior to our meeting day.

*Exceptions will be made for events such as Mini Workshops, Garage Sale, etc.