

**PRAIRIE QUILT GUILD INC  
WICHITA KANSAS  
JOB DESCRIPTION  
VICE PRESIDENT**

Article IV, Section 3 states that: "The Vice-President or Vice-President Elect shall preside at all meetings in the absence of the President or at the President's request. The Vice-President shall serve as Program Chair for the monthly meetings."

The Vice-President's responsibilities include the following:

- To review job description
- To review former Vice-President reports
- Download and print all Board Meeting Minutes and put in notebook
- To form a committee (as needed, for assisting speakers)
- To attend board meetings
- To maintain files on prospective, past, and current speakers, sharing those files with the Vice-President-Elect
- To act as mentor for the Vice-President Elect
- To assist the Workshop Chair with Mini Workshops if needed
- To meet periodically with the Workshop Chair and Vice-President Elect
- To act as liaison between speakers and other Board members before each speaker's visit
- To arrange for lodging
- To make arrangements for all transportation needs, for all special events, and for all meals for the duration of a speaker's stay
- To complete any and all negotiations/details for upcoming programs. To prepare and send an unsigned contract to the speaker once all information is known (e.g. fees, dates, lecture/workshop topics, type of lodging/transportation) for the speaker to review, complete set-up requirements, etc. sign and return. (The only exception would be for unknown travel expenses.)
- To submit the contract to the President for signature after it has been returned by the speaker (Contracts are bound only after signed by both the speaker and the President.)
- To make and distribute copies of the finalized contracts to the President, Treasurer, Vice-President's files, Vice-President Elect, and the Workshop Chair (if workshops are to be held)
- To return the original signed contract to the speaker
- To write an article for the Newsletter and Webmaster about the upcoming program, including, if appropriate, a short biographical sketch of the speaker
- To provide a list of upcoming programs for the Newsletter and Webmaster and to announce the next several programs at monthly general membership meetings
- To provide the Publicity Chair with a calendar of upcoming programs and to facilitate/ request special advertising as needed
- To prepare an itinerary for each guest speaker, noting all events, members providing transportation and meals; to mail/email a copy of the itinerary to the speaker (along with directions to the Hotel and Senior Center if the Speaker is driving)
- To distribute copies of itinerary to the President, Workshop Chair (if applicable), and any member providing transportation for the speaker
- To pay for the speaker's meals

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- To meet at the Senior Center at 10:30 AM-11:00 AM with Speaker, President, MAL to set up the facility
  - To set up the meeting room per specifications in contract (projector, screen, tables, microphone, podium light, etc.)
  - To insure projector in working order and spare bulb available
  - To introduce speakers at afternoon and evening meetings
  - To assist the speaker as needed during the program (e.g. running the projector, providing volunteers to sell patterns/books, etc. for speaker)
  - To insure that the speaker's quilts, slides, etc. are secure, locking room between 11-11:45 AM To be opened only upon arrival of the President or Vice President
  - To insure speaker is paid as per contract
  - To write thank you notes to the speakers
  - To be accountable for Vice-President Notebook, Vice-President files, monies received, and expenses incurred
  - To maintain expenses within budget approved by general membership; verifying approved budget amount and monthly income and expenses on treasurer's books against Vice-President income and expense records -To
- write a report at the end of term of office (Vice-President report should include: list of dates, speakers, fees, topics as contracted; list of speakers/presenters contacted with reason for contract not established; copy of approved budget for fiscal year; itemized income and/or expenses incurred)
- To submit copy of end of term report to the President, and Vice-President Notebook.
  - To return Vice-President Notebook and Vice-President files if compiled intact to the President at end of term or when requested.

**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.**

**Any deviation in policy requires Board of Directors approval.**

PQG BOD JOB DESC  
MS WORD: 8/95; Revised 9/97, 9/99, 9/00, 9/01;8/2005;2009;Reviewed 2011