

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: PRESIDENT

TERM: 2 years

The President shall at Monthly General Meetings:

1. Welcome guests, introduce Board members and activities around the perimeter of room.
2. Receive and then delegate or handle requests, complaints, etc.

The President shall, at Board Meetings:

1. Be chairperson of the executive board and prepare agenda and meetings.
2. Appoint the chairperson of each standing committee and ad hoc committee.
3. Be ex-officio member of all committees except Nominating Committee.
4. Be authorized to co-sign checks of the Association.
5. Write a monthly report for the newsletter.

In general, the President handles the signing of necessary contracts. She also interacts with the Church about lease issues and problems with the facilities. She should monitor the important activities of the guild by checking with her chairmen and officers to see if things are running smoothly. She handles personnel issues – disagreements among board members, problems with guild members, etc. She should ask board members to refer problems they cannot or prefer not to handle to her.

Reviewed 2006