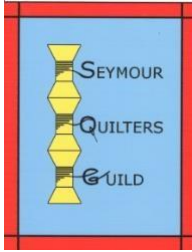


SEYMOUR QUILTERS GUILD



JOB DESCRIPTIONS

BOARD OF DIRECTORS

There are six elected Directors on the Board: President, Vice-President, Secretary, Treasurer, Membership Coordinator and Program/Workshop Coordinator.

The Board is responsible for:

- a. Managing the business of the Guild
- b. Arranging a suitable venue for general meetings
- c. Appointing committee leads
- d. Establishing an annual budget
- e. Establishing the annual membership fee, on the recommendation of the Treasurer
- f. Keeping minutes, a membership list and financial records, ensuring that records are available to members and that these documents are archived. Recommending Resource(s) for an internal financial review.
- g. Calling for volunteers when needed
- h. Organizing planned celebrations/activities
- i. Recruitment and Orientation of Board Directors/Committee Leads.

President

1. Presides at Board and General Meetings: as the Chief Executive Officer of the Society and is responsible for oversight of other officers in the execution of their duties.
2. Prepares agendas for all meetings (General, Board and Extraordinary) in consultation with the Board.
3. Ensures archival minutes of Board and General Meetings are retained for a period of 10 years.
4. Serves as a Bank Signing Officer.
5. Provides a report for the newsletter and for general and executive meetings.
6. Is fully apprised of access methods to the BC Registrar of Companies and BC Society filing requirements.
7. Ensures records of inventory, activities, correspondence, or helpful information is given to a successor.
8. Working knowledge of standard business protocols such as "Robert's Rules of Order" to conduct meetings of the guild.
9. Working knowledge of the Seymour Quilters Guild Constitution, Bylaws, Rules, Job Descriptions, Privacy Policy and B.C. Societies Act.
Excellent verbal and written Communication skills
Term: Two years.

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Vice-President

1. Serves as Vice-Chair of the Board and is responsible for completing the duties of the President, if the President is unavailable to act.
2. Assists Directors as required.
3. Serves as a Bank Signing Officer.
4. Ensures that an inventory of all guild assets (material goods such as supplies, library and sewing resources) is completed by Board Members and Committee Leads at the beginning and end of their two-year term.
5. Maintains inventory files in case of loss. Inventory information will be passed on to a successor.
6. Provides a report for the newsletter and for general and executive meetings.
7. Arranges food and beverages at planned celebrations /activities.
8. Manages "Show and Tell."
9. Working knowledge of standard meeting protocols such as "Roberts Rules of Order" to conduct meetings of the guild. Working knowledge of the Seymour Quilters Guild Constitution, Bylaws, Rules, Job Descriptions, Privacy Policy and BC Societies Act.

Excellent verbal and written Communication skills

Term: two years

Secretary and Privacy Officer

1. Keeps minutes of all meetings of the Guild: the society, general and extraordinary board and Director's meetings.
2. Circulates the minutes of Board meetings to the Board and to Committee Leads
3. Sends minutes /communications to the communications coordinator for all guild members via email, on behalf of the Board and those holding volunteer positions in the Guild.
4. Monitors guild email: replying/forwarding communications or emails to Board and committees as appropriate.
5. Monitors the Guild's adherence to the BC Privacy Management and Accountability³ Policy.
6. Keeps all records and documents of the society in accordance with the B.C. Societies¹ Act, (section 20) except those required to be kept by the treasurer.
7. Files the Guild's annual report with B.C. Societies.² Section 73 (1)
8. Secures the password for BCeID access and informs the President of methods.
9. Keeps a record of any changes to the Rules, Bylaws, or Constitution and updates documents as needed.
10. Archives record of minutes for 10 years (paper and/or digital) guild activities, correspondence, or helpful information to give to a successor.

¹ https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/15018_01#section20

² https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/15018_01

³ <https://www2.gcov.bc.ca/gov/content/governments/services-for-government/policies-procedures/privacy-policy>

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12. Provides reports to the Board and General Meetings.
13. Working knowledge of standard meeting protocols such as "Robert's Rules of Order" to conduct meetings of the guild. Working knowledge of the Seymour Quilters Guild Constitution, Bylaws, Rules, Job Descriptions, Privacy Policy, and BC Societies Act.

Word processing and email skills are required for this position.
Excellent verbal and written Communication skills
Term: Two years.

Treasurer

1. Receives and deposits monies collected from members or other sources.
2. Keeps accounting records of the Guild's financial transactions.
3. Serves as a Bank Signing Officer.
4. Prepares the Guild's financial statements.
5. Prepares an annual budget, for approval by the Board, and presents the budget to the membership for ratification.
6. Advises the Board on the annual membership fee.
7. Monitors adherence to the budget and reports variances to the Board.
8. Arranges a review of previous year's finances at the direction of the Board
9. Makes Society tax filings as required by Canada Revenue Agency.
10. Renews lease with the rental facility.
11. Renews insurance with Canadian Quilter's Association (CQA).
12. Provides a report for the newsletter and for general and executive meetings.

Computer skills and experience with spreadsheets, a working knowledge of electronic banking are required for this position. Excellent verbal and written Communication skills
Term: Two years.

Membership Coordinator (2 positions, 1 voting board member) .

1. Prepares membership process for registration of members.
2. Collaborates with the Treasurer and the Board to validate and confirm annual membership dues and guest fees.
3. Collects personal information from members to create an annual membership list as required by the B.C. Societies Act.
4. Provides membership identification to members.
5. Provides an orientation to the guild for new members in a manner suitable for the new member(s) including knowledge of the Guild's current Constitution, Bylaws, Rules and Job Descriptions
6. Maintains a wait list.
7. Collects consent from members to use names, face photos and quilt photos for the purposes of guild business.
8. Keeps attendance sheets for the current year, plus the previous 5 years. (Board, 2022) SQG Rules, Members section A2

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9. Informs communication coordinator and website administrator regarding consents given by members.
10. Informs the Communication Coordinator of member contact changes for circulating emails and mailing newsletters.
11. Is responsible for deletion of hard copy and digital consent, from the previous year, witnessed by one member of the executive and reported to the Board by January 31.
12. Provides a report for the newsletter and for general and executive meetings.
13. Keeps a record of any helpful information to give to a successor.

Word processing skills and experience with spreadsheets are required for this position.
Excellent verbal and written Communication skills Term:
Two years.

Program/Workshop Coordinator (2 -3 positions, 1 voting member)

1. Arranges a program for each general meeting.
2. Arranges workshops as requested by the Board
3. Arranges SOSAH (Sew Our Stash At Home) events and online social activity for guild members.
4. Ensures copyright laws are followed
5. Provides a report for the newsletter and for general and executive meetings.
6. Keeps a record of any activities, or helpful information to give to a successor.

Computer skills to provide online programs and workshops are required for this position, as well as excellent verbal and written Communication skills Term:
Two years.

STANDING COMMITTEES (NON-ELECTED)

- a. Canadian Quilters' Association (CQA) Representative
- b. Community Quilts Coordinator
- c. Free Table Coordinator
- d. Have Quilts Will Travel Coordinator
- e. Librarian
- f. Communications Coordinator
- g. Quilts of Valour
- h. Refreshments Coordinator
- i. Sunshine
- j. Website Administrator.

The term of a committee chair is two years. A member in a committee position that requires good computer skills or where a successor has not been found may serve longer than two years, to a maximum of 4 years.

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Canadian Quilters' Association (CQA) Representative

1. Informs the membership about CQA events.
2. Writes and sends reports to the CQA about the activities of the Guild.
3. Provides a report for the newsletter, for general and executive meetings.

Community Quilts Coordinator

1. Manages the Guild's fabric and sewing supplies, arranges storage, makes purchases as required, and keeps inventory records.
2. Books a venue for any scheduled community quilting days
3. Recruits and organizes volunteers as needed
4. Publicizes community quilt activities in a timely manner.
5. Contacts community groups about the type and size of items they require
6. Ensures a SQG label is attached to donated quilt
7. Arranges for delivery of guild items
8. Provides a copy of an inventory of the Guild's fabric and sewing supplies to the Vice President. At the direction of the Board, monetizes approximate value of inventory.
9. Provides a report for the newsletter and for general and executive meetings.
10. Keeps a record of helpful information to give to a successor.

"Free Table" Coordinator (SQG no cost Exchange)

1. Provides a location, at general meetings, for members to access no cost items related to quilting. Donates unclaimed materials.
2. Provides a report for the newsletter and for general and executive meetings.

Have Quilts Will Travel Coordinator

1. Arranges venues for presentations of guild quilts or other products to interested audiences.
2. Recruits volunteers who are available to attend presentations
3. Provides a report for the newsletter and for general and executive meetings.

Librarian

1. Maintains the guild library of books and accessories;
 - a. Establishes loan return deadlines
 - b. Keeps a record of loans and returns
 - c. Notifies members if returns are overdue
 - d. With Board Approval, may set fines for non-returns
2. Purchases new materials according to members' wishes.
3. Ensures access to library materials using contemporary on-line resources.
4. Provides a report for the newsletter and for general and executive meetings.
5. Completes an Inventory and provides a copy to the Vice President and updates the websites
6. At the direction of the Board, monetizes Library assets to be included in the annual Guild inventory.

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Word processing skills, website maintenance and experience with spreadsheets, card catalogues and online ordering are required for this position.

Communications Coordinator:

1. Collects and organizes information for the newsletter.
2. Emails the newsletter and attachments, at the Board's request, to members Circulates information emails to members as required for guild business.
3. Honours all copyright laws.
4. Provides a report for the newsletter and for general and executive meetings.

Skills in e-mail distribution are required.

An ability to edit and create an informative Newsletter is required for this position.

Quilts of Valour Coordinator

1. Liaises with Quilts of Valour Canada and the Guild to make quilts for donation.
2. Ensures a label is attached to donated quilts.
3. Delivers Quilts of Valour made by the Guild to the Vancouver Quilts of Valour, B.C. representative.
4. Photographs each Quilt of Valour for guild archives
5. Provides a report for the newsletter and for general and executive meetings.

Refreshments Coordinator

1. Purchases and inventories supplies needed to provide refreshments at general meetings.
2. Provides refreshments as directed by the Board.
4. Follows guidelines of the rental facility to ensure required hygiene standards are followed.
5. Monies collected will be given to the treasurer.
6. Provides a report for the newsletter and for general and executive meetings.
7. Keeps a record of inventory, or helpful information to give to a successor.
8. Arrives 90 minutes before meeting time to prepare coffee.

Sunshine

1. Sends cards of sympathy or celebration to members.
2. Provides a report for the newsletter and for general and executive meetings.
3. Keeps a record of any correspondence, or helpful information to give to a successor.

Website Administrator

1. Collects and organizes information for the website to ensure members are reliably informed in a timely manner of new information related to guild activities.
2. Maintains website and honours all copyright laws.
3. Provides a report for the newsletter and for general and executive meetings.

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4. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Skills in Website management are required for this position.

Adopted March 7, 2018 Updates:

May 7, 2019

March 4, 2020

October 7, 2020

May 25, 2022

September 2024

February 2025