

**WESTSHORE QUILTERS' GUILD**  
**Roles & Responsibilities for Board Directors**  
**(Updated January 2026)**

**EXECUTIVE OFFICERS:**

**1. PRESIDENT**

Requirements:

Have good leadership, communication, organizational, technical and people skills.

Duties:

- a) Is the chair of the board.
- b) Preside over the board and general meetings.
- c) Is an ex-officio member of all committees.
- d) Has signing authority on financial guild accounts and for contracts.
- e) Holds one COTA key and COTA security code for meeting space.
- f) Liaise with church to negotiate contracts, establish dates for meeting sew day dates, and any issues that require clarification.
- g) Conduct an annual review of Roles & Responsibilities of Board Members.
- h) Write a monthly President's Message for the guild's newsletter
- i) Respond to or assigns authority to a member to respond to grant applications or other external funding opportunities.
- j) Form a nominating committee five months prior to the AGM elections held every two years.

General Meeting Requirements:

- a) In conjunction with the Secretary, provide written notice of the date, time, and location of meetings at least 14 days before the meeting. Providing information of meeting dates in the newsletter also meets this requirement.
- b) Written notice of meetings must be included in the text of any special resolutions to be addressed at the meeting.
- c) Determine if there is a quorum at all meetings (20% of membership).
- d) Must hold at least 9 general meetings each year plus the annual general meeting.

Annual General Meeting Requirements:

- a) The annual general meeting must be held once a year (January). Same requirements as above.
- b) Present financial statements and director's reports on activities for the previous fiscal year.

**2. VICE-PRESIDENT:**

Requirements:

Have good organizational skills and people skills.

Duties:

- a) Is the vice-chair of the board.
- b) Carry out the duties of the president if the president is unable to act.
- c) Has signing authority on guild financial accounts and for contracts.

### 3. **SECRETARY:**

#### Requirements:

Have good organizational skills, note taking skills, and be able to use word processing and electronically send minutes. Be able to attend most meetings.

#### Duties:

- a) Issues notices of general, annual general, and board meetings sent out at least five days before the meeting date, with appropriate attachments eg minutes of previous meeting, financial reports etc. Reminder notices can be sent the day before the meeting.
- b) Takes minutes of general, annual general, and board meetings. Draft copy of the membership meeting reviewed at next board meeting.
- c) Keep records of the society. Records are to be kept for 10 years. Records relevant to the activities or internal affairs of the society are kept beyond 10 years and until they are no longer relevant. Needs to maintain records of written consent to act as director and each written resignation as director.
- d) Records are kept in the filing cabinet in the storage locker, filed by calendar year.
- e) Conduct the correspondence of the Board.
- f) File the annual report and changes to executive officers within 30 days of the annual general meeting date. Also, files changes to executive officers that occurs between AGMs.
- g) Required to maintain a record of all certified documents issued by the Registrar Societies. This includes the Certificate of Incorporation, the constitution and by-laws and all amendments made to them, the registered office of the society and changes over time, and the statement of executive officers and changes over time.
- h) The statement of directors sets out the full names and addresses of the directors.
- i) Has the access code for BC Government's Societies website and process for accessing that site to file appropriate documents.
- j) Responsible for distributing all information sent to the membership by directors and other members.
- k) Maintain a list of board email addresses, passwords, recovery phone number and email, and the process for transferring to a new director.
- l) Responsible for setting up Zoom meetings unless a technology assistant has been appointed to cover Zoom and audio-visual requirements at meetings.
- m) Prepare instructions for accessing Guild documents on Google, and how to download and enable editing.
- n) Send out reminders to the membership each month regarding sew days and meeting days and times.

#### **4. TREASURER:**

**Requirements:**

Have accounting or bookkeeping skills, and good organizational skills.

Ability to use electronic spreadsheets.

**Duties:**

- a) Receive, deposit, and disburse monies of the Guild and Charity Society as authorized by the Guild and Charity Society.
- b) Issue receipts for non-program related receipt of cash or cheques.
- c) Ensure up-to-date and accurate accounts of the finances of the Guild and Charity Society are kept in proper books and are readily available for financial review prior to the respective annual general meetings.
- d) Ensure all records of deposits and expenditures are attached to the appropriate monthly bank statement.
- e) Send copies of e-transfers for memberships, workshops, events, etc. to the appropriate program director.
- f) Ensure cheque and cash revenues submitted for deposit are accompanied by a Revenue Summary form signed by the Treasurer or appropriate director.
- g) Ensure a Cheque Requisition form submitted for payment is supported by all applicable receipts.
- h) Maintain a systematic file of all documents and receipts.
- i) Reconcile bank accounts monthly.
- j) Ensure financial records are retained for 10 years.
- k) Present a written financial report that includes a statement of monthly income, monthly expenses, and the chequing account balance to each meeting of the board and appropriate membership meetings.
- l) Prepare an annual budget for the Guild and Charity Society with the assistance of the respective President and respective boards prior to presentation to the general membership at the annual general meeting, or earlier if possible.
- m) Prepare a year end financial report for the annual general meetings of the Guild and Charity Society.
- n) Arrange for the financial review of Guild and Charity Society financial records every two years after the close of the two-year fiscal term.
- o) Has signing authority on Guild and Charity Society financial accounts.
- p) Attend and report to Board and General meetings.

#### **DIRECTORS AT LARGE:**

The chairs of the following standing committees comprise the Directors at Large.

These committees operate more efficiently if there is a committee supporting the chair that can take on some of the tasks.

## **5. MEMBERSHIP:**

Requirements:

Have excellent organizational skills, be able to cope with pressure, and have current electronic skills to perform duties eg Excel spreadsheets

Duties:

- a) Maintain a binder and excel or other electronic spreadsheet with individual members information. Binder is maintained by year in alphabetical order. Spreadsheets contain the following info:
  - i) Complete list of all members with address, e-mail address, phone number, membership number, date of birth etc.
  - ii) Complete list of all available membership numbers.
  - iii) List of members who have not renewed.
  - iv) Sign in sheets for current members.
- b) At every meeting, provide sign in sheets for members and guests. Take monies for guests, renewals etc. provide receipts, complete revenue summary forms and hand in monies to treasurer. Maintain petty cash float (to make change for guest admissions). Greet all members and guest(s) as they arrive. Hand out tickets for name tag draw.
- c) Keep list of all members attending each meeting and contribute numbers to each meeting report and newsletter.
- d) Keep newsletter, Facebook and Website co-ordinators and board members advised of any membership changes.
- e) Attend board meetings. Keep executive apprised of membership news.
- f) Maintain and provides a welcome email to new members identifying the privileges of membership and the website address.

Distribute membership cards to new members and renewals. Announce membership renewal process by August 1<sup>st</sup> of each year for the October 1<sup>st</sup> to September 30<sup>th</sup> fiscal year.
- f) Collect the door prizes from local stores to be distributed at monthly meetings.

## **6. NEWSLETTER:**

Requirements:

Have good organizational skills and the ability to use publishing software.

Duties:

- a) Publish monthly newsletter.
- b) Set a date each month for submissions from members and send reminder to those who are late.
- c) Attend general meetings, take pictures, or find a member to take photos, with permission from the owner of the quilt, and post on Facebook and in newsletter.

- d) Report items of interest in the newsletter or appoint someone to do so.
- e) Solicit advertising for the newsletter.
- f) Invoice annually for advertising in August for period October 1st to September 30th.
- g) Maintain fee schedules for advertisers and members advertising in the newsletter and review periodically with the board in May or June,
- h) Monitor newsletter email account.
- i) Attend board meetings.
- j) Distribute newsletter electronically to all members; print and mail newsletter to members without email; and distribute electronically to advertisers.

## **7.EVENTS:**

Requirements:

Have good organizational skills.

Duties:

- a) Advise guild members of upcoming quilt events in BC and farther afield at meetings and through the newsletter.
- b) Check into travel costs to events the guild is interested in and present them to the members at a general meeting.
- c) Co-ordinate joint events with other guilds as necessary.
- d) Take names and payment for arranged trips. Issue receipts, fills in revenue summary and submits to Treasurer.
- e) Book travel arrangements when required.
- f) Ensure expenses are paid, supplying Treasurer with cheque requisitions and receipts.
- g) Arrange four retreats a year. Duties to include:
  - i- Provide the dates of the retreats to the President for booking the site at least six months in advance.
  - ii- Arrange the menu, food, volunteers, and door prizes.
  - iii- Hold a draw at a general meeting to select members for retreat; advise members on details of retreat, including payment.
  - iv- Ensure all expenses are paid and submit cheque requisition and receipts to Treasurer.

## **7. QUILT SHOW:**

Requirements: Excellent organizational skills and good conflict management skills

Duties:

- a) Arrange and manage the Quilt Show which happens in odd numbered years.
- b) Review documentation and post show survey results from previous Quilt Show.
- c) Identify possible venues and costs associated with venues
  - c) After consultation with the board, books a venue, signs a contract.

- d) Set the theme and parameters of the Quilt Show.
- e) Identify sub-committees required.
- f) Set the Quilt Show layout of the venue.
- g) Identify draping requirements, book the draping company, sign the contract.
- h) Submit expense receipts to Treasurer for payment.
- i) Set Quilt Show committee meetings as required.
- j) Report progress at monthly board meetings.
- k) Writes a monthly Quilt Show message for the Guild's newsletter.
- l) Manages Quilt Show Facebook page, and/or other social media.
- m) Liaison with Webmaster to update Quilt Show pages on WQG website.
- n) Holds post Quilt Show wrap up meeting with sub-committees within two weeks of show.

## **8. PROGRAMS:**

### **Requirements:**

Have good organizational skills.

Highly recommend the director organize a group, so a variety of interests can be reflected.

### **Duties:**

- a) Organize speakers and activities associated with general meetings. Update the list of speakers kept on the Program Google Drive. Solicit requests for speakers from the membership periodically. Maintain a file of requests for speakers, and ideas for speakers.
- b) Monitor programs at guilds on Vancouver Island, across Canada, CQA, US and International websites to identify speakers for upcoming meetings.
- c) Manage the Programs budget to ensure that speakers are selected that fit within the budget for the year; maintain the budget throughout the year in coordination with the Treasurer.
- d) Ensure that a contract is completed with each speaker. If the speaker does not have a contract template, provide the WQG standard Speaker Contract for use. Forward the contract to a Guild Executive member to sign the contract on behalf of the Guild and then send the finalized contract to the speaker for their records.
- e) Write promotional materials and forward to the Newsletter Coordinator for advertising in the newsletter; the Secretary for emailing with the Zoom link in advance of each General Meeting; the Website Coordinator and Facebook Coordinator for publishing on the website and guild Facebook page.
- f) Complete a cheque requisition and send with contract to the Treasurer.
- g) Maintain contact with upcoming speakers and if the speaker is presenting a Zoom lecture, send them the Zoom link for the meeting according to the contract requirements; no later than two weeks in advance of the General Meeting. Provide a phone number so that the speaker can contact if there are travel issues/Zoom issues on the day of the General Meeting.

- h) Welcome and introduce speakers and ensure that everything they need is provided. After the speaker has finished the lecture, thank the speaker, and facilitate questions from attendees at COTA and on Zoom.
- i) Immediately following the presentation, send a thank-you message to the speaker, whether member or external. Also send the Treasurer the cheque requisition and copy of the contract. Confirm payment has been made.
- j) Months not requiring speakers – July Ice Cream Social, August Garage Sale, December Christmas Tea. In these months the Programs Director coordinates these events. For July, arrange for ice cream, prepare games, send communication to the Newsletter Editor. For the August garage sale coordinate tables for garage sale; inform COTA of set-up of tables; and solicit members who wish to sell at the Garage Sale. For the Christmas Tea in December, coordinate with the Charity Society the guest speakers; arrange purchase of poinsettias, arrange activities; coordinate executive members to make sandwiches and treats; arrange for a small gift for each member.
- k) Copies of all signed contracts will be retained on the Programs Google Drive account. The list of speakers must be updated each month and maintained on the Programs Google Drive account.
- l) During, or no later than the end of each term, review and revise the Speaker contract and Speaker Expenses contract to include any relevant changes.
- m) Participate in the bi-annual Islands Gathering of the Guilds Zoom meetings.

## 10. **WORKSHOPS:**

### Requirements:

Have good organizational and communication skills.

Best done by a group such as a satellite group so a variety of interests are reflected due to the multiplicity of tasks required.

### Duties:

- a) Liaise with the program director as many speakers are willing to do workshops.
- b) Canvas the general membership for ideas for workshops unrelated to a program presenter.
- c) Maintain a file of workshop ideas.
- d) Maintain a file of requests for workshops.
- e) Asks the instructor for a workshop description.
- f) If there is sufficient interest in a workshop, contact the instructor and supply a contract, if requested.
- g) Book space needed for in-person workshop through church liaison representative.
- h) Set price for workshop based on cost of instructor, space and lunch. Ensure price is based upon three quarters of the maximum attendance allowed by instructor.
- i) Cancel workshop if insufficient enrolments
- j) Forward promotional materials to the secretary and website coordinator and further promote the workshop by advertising in the newsletter, at meetings, and Facebook.

- k) Arrange to have sign up sheets at in-person meetings and samples of project if possible.
- l) Receive payment and submit receipts and revenue summary to Treasurer.
- m) Ensure that members who sign up receive supply lists and advance instructions at least two weeks prior to the workshop.
- n) For in-person workshops, ensure the classroom is set up and everything the instructor needs is available.
- o) Submit cheque requisition and expense receipts to the Treasurer to ensure payment of all expenses.

#### Duties:

- a) Liaise with the program director, as many speakers are willing to do workshops.
- b) Canvas the general membership for ideas for workshops unrelated to a program presenter. Maintain a file of workshop ideas. Maintain a file of requests for workshops.
- c) If there is sufficient interest in a workshop, contact the speaker to identify available dates for an in-person workshop. Contact COTA liaison representative to book space at COTA; or contact the Guild Executive if the decision is made to use a scheduled future COTA Sew Day for the workshop. If the workshop leader is virtual, contacts the instructor and arranges for appropriate dates, ensuring the workshop does not conflict with an existing sew day or other program activity.
- d) Ensure that a contract is completed with each external workshop leader; if the workshop leader does not have a contract template, provide the WQG standard Speaker Contract for use. Forwards the contract to the President to execute the contract on behalf of the Guild and then sends the finalized contract to the workshop leader for their records.
- e) Ask the instructor for 1) a workshop description; 2) a supplies list. Writes promotional materials and forwards to the Newsletter Coordinator for advertising in the newsletter; the Secretary for emailing out to the membership; and the Website Coordinator for publishing to the Guild website; posts the promotional materials to Facebook. Promote the workshop at General Meetings.
- f) Set price for workshop based on cost of instructor and classroom space. Ensure price is based upon three quarters of the maximum attendance allowed by the instructor. Non-members can attend workshops in-person or by Zoom for an additional \$10.
- g) Cancel workshop if insufficient enrolments, according to dates established in the workshop leader contract. \*\* Note that some workshop leaders do not allow for cancellation with short time limits.
- h) Arrange to have sign up sheets at in-person meetings and samples of the project if possible; also arrange for sign up to be completed by email for participants who did not attend the General Meeting in person.
- i) Receive any cash or cheque payments and forward to Treasurer; maintain list of registrants and confirms participation when notified by Treasurer of e-transfers made by members or non-members.
- j) Ensure that members receive supply lists and advance instructions once payment has been confirmed by Treasurer; and at least two weeks prior to the workshop.



- k) For in-person workshops, ensure the classroom is set up and everything the instructor needs are available.
- l) For Zoom workshops, maintain contact with workshop leader and sends them the Zoom link for the workshop according to the contract requirements; or no later than one week in advance of the workshop. Provide a phone number so that the workshop leader can contact if there are travel issues / Zoom issues on the day of the workshop.
- m) Complete a cheque requisition and submits with the workshop contract to arrange for e-transfer payment for workshop leaders located in Canada.
- n) Send a thank you note to the workshop leader.

## **9. COMMUNITY LIAISON:**

### **Requirements:**

Have good organizational and interpersonal skills. Ideally a person involved in organizations outside of the guild.

### **Duties:**

- a) Liaise with local events to promote the Westshore Quilters' Guild.
- b) Arrange for space at events to promote the guild.
- c) Arrange staffing of space at the events.
- d) Arrange for pick up and return of the "go" bag from the locker and any used materials are replaced.
- e) Ensure complementary guest admission coupons are in the "go" bag for when the guild is represented at local outings i.e. fairs and shows. Design and print guest admission coupons as required.
- f) If necessary, arrange for tents at the events.
- g) Has a back-up person or team of helpers.
- h) Liaise with Victoria Quilt Guild and Modern Quilt Guild to offer a free table and vice versa, at both quilt shows.
- i) Organize mini quilt shows 2-3 times a year with Activity Coordinators at local care facilities. A maximum of 10 members to participate in each show.

## **AD HOC COMMITTEES:**

These committees are established by the Board. As such, they do not have to be elected at the annual general meeting.

## **LIBRARY:**

### **Requirements:**

Maintain the library. Best done by a satellite group as there are several responsibilities.

### **Duties:**

- a) Opens library at general meetings and on charity sew day.
- b) Re-shelve returned materials.
- c) Ensure materials taken out are signed out.
- d) Contact people who are overdue on their returns.
- e) Maintain a computer inventory of the library materials on a spreadsheet by Title, Author and Category.. Supply this inventory to the web page manager and members of the library committee.
- f) Periodically remove and sell unused materials.
- g) Receive donated materials and either add to inventory or sell.
- h) Sell donated magazines when the library is open. Store and package used magazines as required. Recycle those used magazines deemed to be too old.
- i) The library has a two-year budget (currently \$300) as well as cash reserve from the sale of books and magazines. The cash and accompanying records re kept by a Library committee member,.
- j) Assess recommendations for new materials. If purchased submit expense forms to treasurer for reimbursement or cover the cost from cash holdings.
- k) Submit articles and/or book reviews as appropriate to the monthly Newsletter Editor
- l) Purchase materials to maintain the library records, i.e. tape, record cards, envelopes, brown bags, boxes etc., as needed.
- m) Prepare an annual report about the Library for the Guild AGM.

#### **SUNSHINE:**

Requirements:

Ability to receive phone calls and /or e-mails.

Have good empathy and communication skills.

Duties:

- a) Send cards to members who are ill or who have suffered the loss or illness of a close family relative, or those who need some encouragement.
- b) Cards and postage are supplied by the Guild. Submit cheque requisition and receipts to the Treasurer for reimbursement.

#### **GUILD HISTORIAN:**

Requirements:

Ability to organize historical information about the guild.

Duties:

Create and maintain a history of the guild using meeting minutes.

Request the webmaster posts the document in the “members only” section of the website

#### **WEBSITE:**

Requirements:

Extensive computer knowledge.

Duties:

- a) Maintain the website.
- b) Sends out other notices as necessary.

### **FACEBOOK:**

Requirements: Knowledge of how Facebook works.

Duties:

- a) Make sure all requests to join are legitimate.
- b) Keep information current.
- c) Establish and maintain posting rules.

### **TECHNICAL SUPPORT:**

Requirements:

Have good technical skills, or be willing to learn, how to set up and operate a laptop, data projector and sound system for general meetings and know how to operate and manage Zoom meetings.

Duties:

- a) Set up laptop, data projector and speaker system at general meetings.
- b) Set up and operate Zoom for board meetings and general meetings.
- c) Assist executive in technical support.
- d) Assist guild members in using Zoom or providing in-person technical support.
- e) Maintain or troubleshoot equipment, as required.
- f) Will attend monthly board meetings when technical support is required for future events, workshops, or speakers.
- g) Liaise with the program and workshops committees.
- h) Liaise with the President.
- i) Train other members for back-up

### **BLOCK LOTTO**

Requirements: To create documents in pdf. and jpg formats, create emails and post on Facebook.

Duties:

- a) The facilitator, or committee, of the Monthly Block Lotto program will select a block each month.
- b) A sample of the selected block is shown at the previous month's WQG meeting. (For example, June's Block is shown at the May WQG meeting.)
- c) Honouring copyright, the facilitator will provide instructions, or links to instruction, in the WQG Newsletter and WQG Website by emailing information to the editor and webmaster. Information and reminders may also be sent by email. Photos, without any instructions or links, may be posted to WQG's Facebook page.
- d) Collect the blocks and enter members into the monthly draw. One block equal one entry unless a member wishes to donate their blocks without entering their name. No one may attribute a block that they made to another.
- e) Oversee the draws at monthly WQG meetings. Winner does not have to be present to win.

## **GUILD PHOTOGRAPHER**

Requirements: To have expertise with photography and uploading photographs to the Guild's Facebook page and/or website.

Duties:

- a) Photograph Show & Share quilts at monthly meetings and upload the photos to the Guild's Facebook page and website.
- b) Photograph the quilts at the Guild's bi-annual quilt show and upload to the website
- c) Attend community events for the Guild to take photographs and upload to the website and/or Facebook page.
- d) Obtain permission from a member whose photo is being taken, before posting the photo on the Guild's Facebook page or website.