

WESTSHORE QUILTERS' GUILD
Roles & Responsibilities for Board Directors
(Updated November 2023)

EXECUTIVE OFFICERS

1. PRESIDENT

Requirements:

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

Duties:

- a) Is the chair of the board.
- b) Presides 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) Liaises with church to negotiate contracts, establish dates for meeting sew day dates, and any issues that require clarification.
- g) Conducts an annual review of Roles & Responsibilities of Board Members.

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) Determines 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) Presents 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) Carries 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) Keeps the 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) Conducts the correspondence of the Board.
- f) Files 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) Maintains 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) Prepares 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) Receives, deposits, and disburses monies of the Guild and Charity Society as authorized by the Guild and Charity Society.
- b) Issues receipts for non-program related receipt of cash or cheques.
- c) Ensures 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) Ensures all records of deposits and expenditures are attached to the appropriate Coast Capital monthly bank statement.
- e) Sends copies of e-transfers for memberships, workshops, events, etc. to the appropriate program director.
- f) Ensures cheque and cash revenues submitted for deposit are accompanied by a Revenue Summary form signed by the Treasurer or appropriate director.
- g) Ensures a Cheque Requisition form submitted for payment is supported by all applicable receipts.
- h) Ensures financial records are retained for 10 years.
- i) Presents 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.
- j) Prepares 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.
- k) Prepares a year end financial report for the annual general meetings of the Guild and Charity Society.
- l) Arranges for the financial review of Guild and Charity Society financial records every two years after the close of the two-year fiscal term.
- m) Has signing authority on Guild and Charity Society financial accounts.

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) Maintains 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) Annually, pass around a signup sheet at a guild meeting to request volunteers to be monthly greeters.
- c) 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.
- d) Ensures 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.
- e) Keeps list of all members attending each meeting and contribute numbers to each meeting report and newsletter.
- f) Keeps newsletter, Facebook and Website co-ordinators and board members advised of any membership changes.
- g) Attends board meetings. Keep executive apprised of membership news.
- h) Maintains and provides a welcome package to new members identifying the privileges of membership and the website address.
- i) Distributes membership cards to new members and renewals. Announce membership renewal process by August 1st of each year for the October 1st to September 30th fiscal year.
- j) Collects the door prizes from local quilt stores.

6. NEWSLETTER

Requirements:

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

Duties:

- a) Publishes monthly newsletter.
- b) Sets date each month for submissions from members and send reminder to those who are late.
- c) Attends 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) Reports items of interest in the newsletter or appoint someone to do so.
- e) Solicits advertising for the newsletter.
- f) Invoices annually for advertising in August for period October 1st to September 30th.
- g) Maintains fee schedules for advertisers and members advertising in the newsletter and review periodically with the board in May or June,
- h) Monitors newsletter email account.
- i) Attends board meetings.
- j) Distributes newsletter electronically to all members and; prints and mails newsletter to members without email; and distributes electronically to advertisers.

7. EVENTS

Requirements:

- Have good organizational skills.

Duties:

- a) Advises guild members of upcoming quilt events in BC and farther afield at meetings and through the newsletter.
- b) Checks into travel costs to events the guild is interested in and present them to the members at a general meeting.
- c) Co-ordinates joint events with other guilds as necessary.
- d) Takes names and payment for arranged trips. Issue receipts, fills in revenue summary and submits to Treasurer.
- e) Books travel arrangements when required.
- f) Ensures expenses are paid, supplying Treasurer with cheque requisitions and receipts.
- g) Arranges 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. Arranges the menu, food, volunteers, and door prizes.
 - iii. Holds 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.

8. QUILT SHOW

Arrange and manage quilt show which happens in odd-numbered years.

Requirements:

- Excellent organizational skills and good conflict management skills.

Duties:

- a) Identify possible venues and costs associated with venues
- b) After consultation with the board, book a venue
- c) Identify quantity of drapes for booking
- d) Identify sub-committees required
- e) Reports on planning process at the monthly board meetings.

9. PROGRAMS

Requirements:

- Have good organizational skills.
- Highly recommend the director organize a group, such a satellite group, so a variety of interests can be reflected.

Duties:

- a) Organizes speakers and activities associated with general meetings. Ideally a list of speakers would be maintained for a minimum of 12 months from any date. Solicits requests for speakers from the membership periodically. Maintain a file of requests for speakers, and ideas for speakers.
- b) Monitors programs at guilds on Vancouver Island, across Canada, CQA, US and
- c) International websites to identify speakers for upcoming meetings.
- d) Manages the Programs budget to ensure that speakers are selected that fit within the budget for the year; maintains the budget throughout the year.
- e) Ensures that a contract is completed with each speaker, if the speaker does not have a
- f) contract template, provide the WQG standard Speaker Contract for use. Forwards the
- g) contract to the President to execute the contract on behalf of the Guild, and then sends the finalized contract to the speaker for their records.
- h) Writes promotional materials and forwards to the Newsletter Coordinator for advertising in the newsletter; the Secretary for emailing with the Zoom link in advance of each General Meeting; and the Website Coordinator for publishing to the Guild website; posts the promotional materials to Facebook.
- i) Completes a cheque requisition and submits with the speaker contract to arrange for e-transfer payment for speakers located in Canada. Pays US and International speakers by Paypal using personal credit card, and submits appropriate receipts, speaker contract, and cheque requisition to be reimbursed.
- j) Maintains contact with upcoming speakers and if the speaker is presenting a Zoom lecture, sends them the Zoom link for the meeting according to the contract requirements; or no later than one week in advance of the General Meeting. Provides a phone number so that the speaker can contact if there are travel issues / Zoom issues on the day of the General Meeting.

- k) Welcomes and introduces speakers and ensures that everything they need is provided. After the speaker has finished the lecture, thanks the speaker, and facilitates questions from attendees at COTA and on Zoom.
- l) Sends a thank-you message to the speaker, whether member or external. Confirms payment has been made.
- m) Months not requiring speakers – July Ice Cream Social, August Garage Sale, December Christmas tea. In these months the Programs Director coordinates these events. Arrange for ice cream for July, prepare games; arrange tables for garage sale and solicit members who wish to sell at the Garage Sale; coordinate with the Charity Society for speakers for the December tea, purchase poinsettias, arrange activities, coordinate executive members to make sandwiches and treats, arrange for a small gift for each member.
- n) Copies of all signed contracts will be retained on the Programs Google Drive account. The list of speakers will be updated each month and maintained on the Programs Google Drive account.
- o) During, or no later than the end of each term, reviews and revises the Speaker contract and Speaker Expenses contract to include any relevant changes.

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 and due to the multiplicity of tasks required.

Duties:

- a) Liaises with the program director, as many speakers are willing to do workshops.
- b) Canvases the general membership for ideas for workshops unrelated to a program presenter. Maintains a file of workshop ideas. Maintains a file of requests for workshops.
- c) If there is sufficient interest in a workshop, contacts 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) Ensures 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) Asks 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. Promotes the workshop at General Meetings.

- f) Sets price for workshop based on cost of instructor, space and lunch. 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) Cancels 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) Arranges to have sign up sheets at in-person meetings and samples of the project if possible; also arranges for sign up to be completed by email for participants who did not attend the General Meeting in person.
- i) Receives any cash or cheque payments and forwards to Treasurer; maintains list of registrants and confirms participation when notified by Treasurer of e-transfers made by members or non-members.
- j) Ensures 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 in-person workshops, arrange for food for lunch and snacks if applicable.
- m) For Zoom workshops, maintains 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. Provides a phone number so that the workshop leader can contact if there are travel issues / Zoom issues on the day of the workshop.
- n) Completes a cheque requisition and submits with the workshop contract to arrange for e-transfer payment for workshop leaders located in Canada. Pays for food for lunch and snacks with personal credit card. Pays for US and international workshop leaders by PayPal using personal credit card, and submits appropriate receipts, workshop contract, and cheque requisition to be reimbursed.
- o) Sends a thank you note to the workshop leader.

10. COMMUNITY LIAISON:

Requirements:

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

Duties:

- a) Liaises with local events to promote Westshore Quilters' Guild.
- b) Arranges for space at events to promote the guild.
- c) Arranges staffing of space at the events.
- d) Arranges for pick up and return of the "go" bag from the locker and any used materials are replaced.
- e) If necessary, arrange for tents at the events.
- f) Has a back-up person.

- g) Liaises with Victoria Quilt Guild and Modern Quilt Guild to offer a free table and vice versa, at both quilt shows.

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-shelves returned materials.
- c) Ensures materials taken out are signed out.
- d) Contacts people who are overdue on their returns.
- e) Maintains a computer inventory of the library materials. Supply this inventory to the treasurer and web page manager.
- f) Periodically remove and sell unused materials.
- g) Receives donated materials and either add to inventory or sell.
- h) Sells used magazines at meetings. Store and package used magazines as required. Recycles older used magazines (over 10 years old).
- i) Fills out revenue forms for proceeds from sales and submit to treasurer.
- j) Assesses requests for new materials and if purchased submit expense forms to treasurer. The budget is set by proceeds from sales as the library is self supporting.
- k) Submits book reviews monthly to the Newsletter.

SUNSHINE:

Requirements:

- Ability to receive phone calls and /or e-mails.
- Have good empathy and communication skills.

Duties:

- a) Sends 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:

- a) Creates and maintains a history of the guild using meeting minutes.
- b) 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) Makes sure all requests to join are legitimate.
- b) Keeps information current.
- c) Establishes and maintains 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) Sets up laptop, data projector and speaker system at general meetings.
- b) Sets up and operates Zoom for board meetings and general meetings.
- c) Assists executive in technical support.
- d) Assists guild members in using Zoom or providing in-person technical support.
- e) Maintains or troubleshoots equipment, as required.
- f) Will be invited to attend monthly board meetings when technical support is required for future events, workshops, or speakers.
- g) Liaises with the program and workshops committees.
- h) Liaises with the President.
- i) Trains 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) The facilitator will 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) Oversees the draws at monthly WQG meetings. Winner does not have to be present to win.