

## **Quilting Guild of The Villages Guild President Duties and Responsibilities**

- Presides over all general Guild Membership Meetings and Executive Board Meetings.
- Conducts business of the Guild under direction of the Executive Board.
- Prepares proposed Executive Board Meeting agenda, to be made available to the meeting members prior to the meeting via email and posted on the website.
- Opens Monthly Guild Meeting, calls on Committee Chairs who have brief updates then turns meeting over to Program Chair to conduct Guild's Program.
- Provides outline of Guild Meeting agenda to Secretary for note taking.
- Ensures that Guild Officers, Chapter Representatives and Committee Chairpersons perform their duties as prescribed in the bylaws.
- Serves as an ex-officio member of all committees except the Nomination Committee.
- Appoints Committee Chairpersons and new Special Committees as the need arises.
- Acts as a liaison between the Guild and The Villages Recreation Department.
- May review all bills and co-signs any checks that exceed \$1,000.
- Shall be bonded.
- Has the responsibility for the start-up of all new chapters in accordance with the rules of the Recreation Department of The Villages, Florida, in coordination with the Membership Chairperson.
- Signs any and all contracts entered into on behalf of the Guild along with the guild member who initiated the contract.
- Files an annual report with the Florida Department of State, Division of Corporations, [www.Sunbiz.org](http://www.Sunbiz.org) and other Division of Corporation required documents as soon as possible in January.
- Requests an annual internal audit of the Guild's accounting records by the Audit Committee.
- Performs other duties as required.
- Remains ex-officio on the Executive Board for six months after the term.