

Quilting Guild of The Villages Guild Vice President Duties and Responsibilities

The Vice President is Chairman of the Program Committee, overseer of the Member to Member (M2M) Committee, and responsible for the Visiting Artists (VA).

The Vice President's responsibilities include:

- Submitting an annual Program Committee budget
- Negotiating and signing contracts with VA
- Scheduling the VA for monthly visits, arranging for hotel and any other needs during their stay
- Developing flyers, media and class descriptions and uploading them to qgotv.org for VA and M2M classes
- Processing class registrations on WooCommerce
- Overseeing the M2M Committee and providing support where needed
- Maintaining recreation department permits for Guild meetings, VA and M2M classes
- Maintaining the Guild calendar on qgotv.org
- Holding monthly Program Committee meetings that includes developing agendas/distributing minutes
- Plans and oversees annual bus trip to AQS QuiltWeek in Daytona
- Providing backup for the President when the President is away

In November, outgoing Officers shall ensure a smooth transition for the newly elected Officers by providing all documents and noted job duties as listed under the Guild Policies and Procedures.

Guild Officers shall have computer abilities for communications.