

GUILD OFFICER INSTALLATION

Guild Officers (President, Vice President, Treasurer and Secretary) are installed at the December guild meeting. In even years, the Guild President and Treasurer take office; in odd years the Guild Vice President and Secretary take office. The swearing in for these officers takes place December prior to the start of their term.

The following is the ceremony that is suggested:

First, ask the outgoing officers to stand and thank them for their service and efforts to make the guild the best it can be.

Ask the new officers to come to the stage.

GUILD OFFICER INSTALLATION

In December of the odd year

Swearing in the Treasurer

Name **** you've been elected by the guild membership to serve as the Guild's Treasurer for the next two years. As Treasurer, you are entrusted with the safekeeping of the guild funds and assets.

- You are obligated to follow the guild's bylaws as they pertain to the financial practices and recordkeeping, to enforce the guild's financial procedures and follow generally accepted accounting practices.
- You are responsible to submit financial records to the Audit Committee for monthly bank reconciliation, prepare and produce monthly financial reports to the executive board, and to file the annual tax return to the IRS.
- You will manage cash handling procedures and activities during fund raising events.
- In addition, you will be an important and integral part of analyzing and evaluating proposals for guild fund raisers, programs, requests for capital expenditures and endeavors that involve use of guild funds and assets.

Do you accept this responsibility?

When Treasurer affirms acceptance, wish him/her good luck and present new Treasurer to the members, and ask them to welcome the new Officer.

GUILD OFFICER INSTALLATION

In December of the odd year

Swearing in the President

Name **** you've been elected by the guild membership to serve as the Guild President for the next two years. As President you have authority over all the activities of the quilting guild and are responsible to ensure that the guild's purpose remains the focal point in all guild activities.

- You will preside at all guild meetings, appoint all standing and special committees and provide guidance and support in all guild-level activities.
- You are guild's ambassador and the liaison between the guild and The Villages recreation department and any other organization or person you encounter in the performance of your duties as President.
- You are expected to always hold the reputation and wellbeing of the guild and its members uppermost in your mind.
- As President, you have the opportunity to move our guild to the next level. This is an exciting and important time in our guild's history. One that requires vision, objectivity and the ability to see the big picture.

Do you accept this responsibility?

When President affirms acceptance, wish him/her good luck and present new President to the members, and ask them to welcome the new Officer.

GUILD OFFICER INSTALLATION

In December of the even year

Swearing in the Secretary

Name **** you've been elected by the guild membership to serve as the Guild Secretary for the next two years. As Secretary, you maintain the official and permanent guild records.

You are responsible to accurately record the minutes of guild monthly business and executive board meetings as well as other officer meetings as needed. You will record any voting results and verify attendance for meetings.

You will also be responsible to maintain distribution lists and promptly distribute minutes and other Guild correspondence as appropriate.

You will hold the permanent records of the guild and maintain a record of bylaws amendments passed by the guild.

You will be responsible to upload guild minutes and other documents approved for the uploading to the guild website.

Do you accept this responsibility?

When Secretary affirms acceptance, wish him/her good luck and present new Secretary to the members, and ask them to welcome the new Officer.

GUILD OFFICER INSTALLATION

In December of the even year

Swearing in the Vice President

Name **** you've been elected by the guild membership to serve as the Guild's Vice President for the next two years. As Vice President, you Chair the Program Committee and are also responsible to perform the duties of the President when the President is unable do so.

As Chair of the Program Committee, you oversee the planning of all guild monthly programs and visiting artist workshops. As this is one of the guild's primary purposes, it is also of primary importance.

It involves soliciting input from members and chapter program representatives regarding the selection of professional quilters and fiber artists to give lectures at guild meetings and teach workshops for guild members.

You are responsible to engage in contractual negotiations with these lecturers in accordance with guild policy and to seek the advice of guild Treasurer and/or President as appropriate.

You will work with Chapters hosting guild programs to advise on any special instructions and to ensure smooth execution of the hosting duties during monthly guild meetings.

In the absence of the President, you will assume Presidential duties while also performing or appointing a substitute to perform your duties as Vice President.

Do you accept this responsibility?

When Vice President affirms acceptance, wish him/her good luck and present new VP to the members, and ask them to welcome the new Officer.