



## ARTICLE IX: DUTIES OF OFFICERS

The Vice-President of Programs shall:

1. In the absence of the President, conduct General and Board meetings.
2. Assume the responsibilities of President in the event the President cannot complete the term of elected office.
3. Be a cosigner with the Treasurer for the Guild bank account for the purpose of dispersing funds if the Treasurer is unavailable.
4. Oversee the review of the Guild Bylaws as necessary.
  - a. Actively participate in reviewing and revising Guild Bylaws annually.
  - b. Provide up-to-date revisions of V.P. of Programs position job duties.
5. Be authorized to contract for speakers and workshop leaders in future years in order to schedule long range programs.
  - a. Make contact with speakers and workshop leaders to solicit dates for speaking /teaching engagements.
  - b. Enter into contracts with speakers/workshop leaders as agreed upon by the Board.
  - c. Provide a copy of each signed contract to the Treasurer and Workshop Coordinator upon receipt.
  - d. Arrange for overnight accommodations, meals, and transfer from/to airport, as required by the speaker.
6. Be responsible for the presentation of programs at the general meetings.
  - a. Report out on next few months of programs
  - b. Make announcements regarding committees under Programs when committee member responsible is not present (BOM, Community Service, Hospitality, Sit-and-Sew, workshops, retreats, trips)
  - c. Introduce Speaker
7. Be responsible for overseeing committees to:
  - a. Coordinate block lotto and group challenges
  - b. Provide hospitality and refreshments at meetings
  - c. Collect, record and deliver charity quilts
  - d. Coordinate Sit N Sew, workshops, retreats, and trips
  - e. Coordinate end of the year holiday party
8. Plan the following fiscal year's programs through the months of August and September in order to facilitate a smooth transition for the succeeding Vice President.
  - a. Attend the annual SCCQG 'Meet the Teacher' event for evaluation and review of possible speakers/workshops
9. Contribute articles to the website/social media posts regarding upcoming speakers and events.
  - a. Provide short articles regarding upcoming programs, speakers, workshops, retreats and other guild activities designed to inform and draw members to participate
10. Coordinate outside events such as sit and sews, tours, workshops, and retreats.
  - a. Solicit help from membership to form committees



- b. Coordinate outside events such as sit and sews, tours, workshops, and retreats.
11. Attend Executive Board Meetings as scheduled

***Estimated Time Monthly: 2.5 Hrs***