

Paducah Stitch 'n Quilt
Duties of the Officers
Revised 10/2007, 4/2014, 6/2018

President – The President presides over all general, special and Executive Board meetings. The President is responsible for general supervision of the organization. The President appoints all Committee Chairpersons and committee members for one year during the President's term in office, insuring that all major projects have a committee. The President appoints special committees as deemed necessary for the efficient operation of the organization. These committees exist only until the purpose for which they were created has been achieved. The President calls Board meetings as necessary. The President appoints a nominating committee in February with the purpose of selecting a slate of officers for the upcoming year. The President is responsible for conducting the election of officers in April. The President appoints an audit committee consisting of two members at large to review the organization's finances. The President coordinates and secures all meeting locations.

Vice President – The Vice President presides over all meetings in the absence of the President. The Vice President is the membership chairperson and maintains all membership records. The Vice President is responsible for distributing yearbooks to the general membership and membership cards and nametags to new members. The Vice President is responsible for purchasing gift for the retiring President. In the event that the President cannot complete the term of office elected to, the Vice President will assume all duties and responsibilities of the office of President for the remainder of the term. The Vice President serves as the greeter of all guests and new members but will be assisted by the other board members as necessary.

Secretary – The Secretary keeps a record of the minutes of all meetings, with minutes available for all members at any time. The Secretary maintains a record of all correspondence and prepares all correspondence of the organization. The Secretary will the National Quilt Museum and the Kentucky Historical Quilt Society of newly elected officers and their contact information in June. The Secretary is responsible for compiling information monthly and putting it into a newsletter for distribution to all members. In the event of the absence of both the President and Vice President at meetings, the Secretary will preside. If the Secretary will be absent from a meeting, the Secretary shall designate a person to assume the duties during this absence.

Treasurer – The Treasurer is custodian of all funds of the organization and keeps accurate records to account for the funds. The Treasurer deposits funds in a local bank and makes disbursements as directed. The Treasurer makes a report at each meeting of the current status of the organization, including disbursements. A detailed financial statement is presented at the January meeting. In case of the absence of the Treasurer, the President will be authorized to perform these duties. The Treasurer is responsible for purchasing a monthly door prize.

Executive Board – The Executive Board is responsible for planning the programs, workshops and other events for the year. The Executive Board meets no less than four (4) times per year, or as needed. They make executive decisions concerning any changes to programs or any other matter pertaining to the organization. The Executive Board is also responsible for establishing an annual budget. Special meetings may be called by the President or any board member as needed. The outgoing Executive Board will conduct a member interest survey annually in March to provide information to the incoming Executive Board as to programs and workshops the membership would like to have and which committee assignments members are interested in holding. The Executive Board is responsible for filling the unexpired terms for any officers.

Paducah Stitch 'n Quilt Duties of the Committees

Committee chairpersons and committee members are appointed by the incoming President to serve for one year during her/his term of office.

Community Liaison – The committee is responsible for collecting quilts made by members to be donated to the Baptist Health, Bags of Love, and veterans. They are responsible for contacting these agencies to arrange for the presentation of the quilts annually on a date determined by the Executive Board. The committee is responsible for organizing any work days necessary to insure that quilts are made for donation.

Digital Photographer – The digital photographer will take pictures of all guild-sponsored events and is also responsible for taking member pictures and getting them to the web master.

Holiday Party – This committee is responsible for making plans for the December party including location, food, entertainment, decorations, favors and prizes as appropriate.

Sunshine – Provides members who are hospitalized with a card Gives reports at meetings on members who need some sunshine. In the event of the death of a member, a member's spouse, their parent or their child, the guild will send a card to the member or family member.

Hostess – The hostess insures that there are supplies available at the meeting location for serving beverages at meetings and other functions. The hostess also prepares the beverage table prior to meetings and other functions and cleans up after the meeting. It is the responsibility of the hostess to insure there are supplies available for refreshments at other functions.

Retreat – This committee is responsible for planning three retreats a year including location, meals, and activities.

Web Master – Responsible for maintaining the guild web site.

Education – This committee is responsible for identifying potential non-member teachers for workshops, collecting information on expenses and class/lecture options available, conducting a vote by membership on teachers, and reserving the date for the teachers.