

President's Duties

1. **Very important:** pay the annual report fee of \$10 to the State of Colorado, **on time** and **online**. Update PPWG contact information in that system. Fee must be paid before June 30, or it becomes very expensive to get reinstated.
2. Be willing to become very familiar with the Guild's Bylaws and Standing Rules in order to transact guild business.
3. In June, obtain a check for the fee we pay to use the church. Write a letter to the key contact at the church with the proposed dates for meetings. Follow up in about 10 days by calling the contact to get verbal verification that the dates are OK.
4. Serve as the Guild's liaison with the Church for any items requiring communication.
5. Serve as an additional signatory on the Guild's checking account if needed and requested by the treasurer.
6. Prompt each officer and committee chair to submit budget requests to the Treasurer so that the budget can be reviewed at the summer meeting. Go over the budget inputs with the Treasurer prior to the summer meeting and be prepared to lead a discussion on monetary shortfalls if any exist.
7. Set up a summer board meeting that happens in the late July/early August timeframe. Develop agenda and set a time/place.
8. Provide a "note from the President" for the newsletter, at an appropriate frequency.
9. Appoint a nominating committee and announce it in January.
10. Appoint a member to draft up any changes needed in the Bylaws and Standing Rules, near the end of the guild year. Draft is approved first by the board, then by the membership in September year before it goes to the Directory Chair for publication. The President may serve in this role.
11. Request any agenda items from board and committee members, about a week before each board meeting. Prioritize these items for discussion at the board meeting.
12. Email copies of both agendas to the recording secretary no later than the day before the meeting.
13. Preside over board and membership meetings, having pre-organized agenda topics and allocated time based on the importance of each subject. Finish on time, carrying over any unresolved decisions to the next meeting.
14. Lead the board in determining decisions that are appropriately made by the board and decisions that should be given to the membership for a vote.
15. Open the church by 8:15 am on meeting day. See that tables are set up for the board and show & tell.
16. At the end of a meeting, check the facility, library doors, lights, and alarm before locking up. Ensure alarm doesn't go off before leaving the parking lot.
17. Be a good communicator; be prompt and thorough with email and phone communication for issues and information. Keep good records.
18. Appoint an audit committee to review the treasury books after the annual meeting.
19. Request that current officers and committee chairs review job descriptions and make updates in the March/April timeframe so that descriptions are up-to-date when personnel change jobs in May.
20. Remind incoming and outgoing officers and committee chairs to meet to ensure an orderly transfer of duties.
21. Facilitate discussion and consensus of positions among board and membership on possible guild sponsored projects.

22. Serve as a liaison with other guilds when appropriate. Examples would be to convey information and ways for PPWG to participate in Colorado Weavers Day and to answer correspondence if appropriate.
23. If needed, coordinate discussion related to postponing or canceling any meeting due to weather and how to communicate the decision.
24. Participate in requested reviews of the directory, board and meeting minutes, bylaw changes, job descriptions and other written materials.

Last Revision: 3/5/2019 Revised by: Betsy Anderson