

All Stars Elected Officers (Executive Committee) Duties — MARCH 2019

PRESIDENT:

Board action approved 4/1/19

- Is the official representative of the Guild.
- Will preside at all regular and special meetings of the Executive Committee, Board of Directors and general (monthly membership) meeting. Will prepare an agenda for each meeting.
- May call additional meetings or reschedule meetings as necessary.
- Will appoint the chairpersons of the Guild's Standing Committees and special committees, except for the Nominating and Auditing Committees. Will provide job descriptions for potential chairs.
- As needed may create or dissolve special committees (except the Nominating and Auditing committees).
- May serve as ex-officio member of all committees, except Nominating and Auditing.
- May appoint a parliamentarian to advise in matters of parliamentary procedures.
- Will request an annual report from the officers and committee chairs.
- Will prepare an annual report of the Guild's activities, using the information from the committee chairs' reports. The report is to appear either in the January newsletter or presented during the January general meeting.
- Will serve as co-signatory on Guild checks for authorized disbursements, along with the Treasurer. The Board may select a third "check signer".
- Will review speaker/instructor contracts with the Vice President or Education chair.
- Will forward a copy of the Board Meeting Minutes to the Board.
- Will pick up the mail from the post office or designate another Executive Officer to collect the mail.

VICE-PRESIDENT:

Board Action approved 4/1/19

- Will assist the President with the performance of Presidential duties, and in her absence will assume those duties.
- Will be responsible for scheduling and all other arrangements for the programs at the general meetings, including signed contracts with all speakers.
- Will coordinate with other chairs for some regular programs, such as Guild Challenge (often in May or June) and have a brief program for the January meeting which is usually a Birthday Luncheon.
- Will maintain an ongoing file of contacts and information sources concerning programs.
- Will honor contracts made by the previous year's Vice-President.
- Will be responsible for Guild "courtesies" including planning the installation of officers at the October Annual meeting, and appointing a committee responsible for the Guild's gift to the outgoing president.

RECORDING SECT:**Board action approved 4/1/19**

- Will record all proceedings of the Guild, Board of Directors, and Executive Committee. Will keep the minutes of those meetings on file and will provide a copy of all minutes to the President.
- Will provide a copy of the general meeting minutes to the newsletter editor.
- Will serve as custodian of all official documents, and maintain an index of them.
- Will update the Policy Manual as the Board takes any action regarding policies. Will maintain the Guild Calendar.
- Will maintain the past 6 years of the minutes, plus the current year.

CORRESPONDING SECT:**Board action approved 4/1/19**

- Will conduct all general correspondence of the Guild and maintain a file.
- Will send cards to members and friends of the Guild when appropriate.
- Will immediately respond to information concerning the hospitalization of a member, death of a member or death within the family, or others in need of contact.
- May assist Membership chair in contacting members who have been absent 2 months.

TREASURER:**Board action approved 4/1/19**

- Will have general charge of the Guild's finances and be responsible for maintaining the financial records of all money received and disbursed.
- At the December Board of Directors meeting will present, using information provided by the Guild's officers and chairs, a projected budget for the upcoming year. Will implement the budget following adoption by the Guild's membership.
- When necessary and proper will endorse on behalf of the Guild all checks, drafts, notes, and other evidence of payment of money to the Guild coming into the Treasurer's possession. Will deposit them together with all other funds of the Guild coming into his/her possession into the Guild's bank account.
- Will serve as co-signatory on Guild checks for authorized disbursements.
- Will keep a full and accurate account of all receipts and disbursements of the Guild. These, along with the official accounting books, will be open at all times to inspection of the general membership.
- Will provide officers and committee chairs with income report forms and expense report forms to complete before any disbursements can be made.
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- Will furnish copies of written financial reports to the Board of directors and executive Committee at each of their meetings, and will give reports of the Guild's finances at each meeting of the general membership.
- Will prepare an annual financial statement covering the Guild's fiscal year (January 1 through December 31). This statement will be presented at the General meeting in January.
- Will maintain all disbursements of fees to include, but not limited to, the yearly fees to the State of Florida for incorporation, and for the purpose of conducting a raffle, and the annual fee for the Post Office box. Will submit all forms, reports, etc. needed to maintain the Guild's tax-exempt 501 © 3 status with the IRS. All these filings and requirements will be met before their various deadlines occur.
- Copies of these filings will be kept with the monthly records.
- Will provide payment for retreat facilities at the start of each event.