President-Elect
Lincoln Quilters Guild

The **President-Elect position** is the first year of a three-year position (followed by President, Advisor). Primary responsibilities for the year include learning the duties of the President and picking the Committee members for your year as President (see September timeframe below). You may be called upon to take a leadership role on other tasks such as the Isles Donation / sales, providing input to committees, etc.

During the year (**March – November**), accountable to:

1. Attend Executive Board meetings and general meetings
2. Attend specified committees as assigned such as Finance Committee, etc.
3. Assist President, as needed, and familiarize yourself with the duties of President. Review DROPBOX files for additional information.
4. After each Board meeting, contact the church custodian with information on tables required for the meeting, and specific speaker requests.
5. During the meeting:
    a. Put committee signs on tables for the meeting.
    b. The President will give you the announcements you will read at the meeting. They must be approved by the President before they may be announced.
    c. Submit the written announcements to the Secretary after they are read.
6. Outgoing President's quilt
    a. It is customary for the President-Elect to coordinate the making of a quilt or a gift to be presented to the President at the end of their term.
    b. No specific parameters (wall-hangings and lap quilts have been popular sizes)
    c. Signature blocks or blocks made by the Board and/or committees, or you might be added. Be creative in honoring the President's hard work.

August

1. Attend and provide input into the budget for your year as President.

September

1. Review current committees and reach out to current members to assess whether they would like to continue in their role.
2. If vacancies exist, collect information from the Board and others to start filling the committees for your year as President.
3. With the President, review slate of officers with the Nominations Committee for your year as President.
4. Review President's Time-Line in preparation for your year (listed in dropbox).

October

1. With board input, consider/ schedule a joint transition meeting where current Board and/or committee members can meet with those volunteering next year.
2. Review past Transition meetings (with officers and committees)

November

1. You are installed as President during the meeting and will take office immediately.
    a. Before closing the meeting, you will present the outgoing President with the quilt/gift you coordinated.
    b. You will adjourn the meeting, transitioning to show 'n tell.

2. Finalize your Committee Roster and submit it to the online membership book person by Dec 31. (Or, if you haven't lined someone up to update the "general info" portion of the online membership book, then you will update it yourself…see the President's timeline for further details.)

3. Call or email the church office to ensure that meeting rooms are reserved for March – May, July – November of the Guild Year.

If a Quilt Show is planned, the following apply:

- Historically quilt show planning has started two years before scheduled quilt show. Please note that past Quilt Shows have following the schedule listed below. However, the decision about Quilt Shows and schedules may vary from year to year. Outside events or special recognition may dictate doing something differently so it is a board decision as to what will take place.

1. (Example) If your term as President-elect ends in an even year (i.e. Dec 2021 to Nov 2022) you will be responsible for coordinating the making of a quilt to be raffled at the quilt show that will be held two years after your year as President-elect (*your year as Advisor* -i.e 2024).
    a. This allows up to a year for the making of the quilt and a year for selling raffle tickets before the drawing.
    b. The President-elect has historically recruited one or more others to design and make the quilt, rather than the President-elect doing the work on their own.
    c. There are no particular parameters for the quilt…you just want it to be something that will sell tickets well. The quiltmaker(s) can be reimbursed for fabric and you can choose a longarm quilter who will be paid for their work, if you wish. Or you can try to find someone who will donate the fabric and/or longarm quilting (which will increase the net profit of the raffle quilt).
    d. In most cases, you will be working on this task before the quilt show chair(s) has/have been identified and before quilt show dates are known. In that case it is best to plan to have the quilt completed and photo ready before March 1 of your year as President, to allow the most flexibility in possible dates for revealing the quilt.
    e. Once dates and/or chair(s) are known, you will collaborate on the details of the reveal, and then once the quilt is revealed it will be passed on to the quilt show chair(s) and/or whomever they have recruited as a raffle quilt coordinator. Per tax rules, raffle quilt will be available for raffle a maximum of one year before the show.
    f. Throughout your year as President-elect you will need to monitor progress of the quilt and after the quilt is revealed, you will want to make sure volunteers are thanked properly.

2. (Example) If your term as President-elect ends in an odd year (i.e. Dec 2022 to Nov 2023) you will be responsible for recruiting a quilt show chair or co-chairs for the quilt show that will take place in the *year of your Presidency* (i.e. 2024). One person may want to be the chair, or they may want one or more co-chairs to share the work with them. It is an important job that is a lot of work, so it can be difficult to find someone willing to take it on. In addition, it's easier for them if they start planning sooner rather than later, so it's best to start recruiting early and try to have someone lined up within the first 3-5 months of your year as President-elect, if possible (and earlier is even better).

Updated November 2019, Reviewed & updated March 2022
Reviewed and updated 4.2026