# President
# Lincoln Quilters Guild

The President of the Lincoln Quilters Guild provides leadership to all Guild activities, including –

- Preside at all scheduled meetings of the Guild,
- Call and preside at meetings of the Executive Board,
- Perform all incidental duties that are required of the office of President.
- Foster a positive and cooperative environment within the guild and identify special projects or opportunities for members to work together to further guild development.
- Serve as member ex-officio of all committees
- Assume the office of Advisor in the third year of the term.

**Duties:**

Board Meetings:
- Develop agendas, and preside over all board meetings, per Robert's Rules of Order.
- Edit board meeting minutes once received from secretary, review with secretary, and upload final draft to Dropbox. Once approved, delete draft and replace with approved minutes.
- Ensure actions and deadlines of other board officers are achieved.

Guild Meetings:
- Develop agendas, and preside over guild meetings, using Robert's Rules of Order.
- Solicit announcements and give President-elect the written announcements to be made during the meeting.
- Submit monthly agenda and approved minutes of the main meeting to Dropbox.

Communication:
- Develop plan/timing to publish Plain Print with minutes and financial reports monthly.
- Develop 1-2 newsletters to be published monthly to include highlights, reminders, and news.
- Coordinate publications with Webmaster.
- Liaise with IQM and other Guilds on important topics and events.
- Respond to community inquiries and requests.

Fundraising:
- Identify and lead fundraising efforts with the board.

Committees:
- Serve as a member of the Finance Committee.
- Serve as member ex-officio of all committees.
- Monitor committee deadlines.
- Regularly check with committees on their operations and needs.
- Provide support through names and recruitment for committee roster.
- Serve on Nominations Committee to identify future officers.

Administrative:

- Collect mail from Union College mailbox frequently, distribute to appropriate officers.
- Ensure signatures on bank accounts have been changed at beginning of year.
- Ensure administrative tasks are current re: website.
- Engage President-Elect in discussions, tasks to prepare them for their role as President.

*A monthly timeline of activities and actions is available in Dropbox, and may be updated as changes or additions occur.*

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Reviewed by the Board & Approved 4.2026