PRESIDENT
Rev. December 2018

Term: 1 year

Pre-requisite: 1 year of service on MQ Board in any position. Prior to service as President, one year as President-Elect; access to email; computer skills

Inventory:  President’s handbook, which contains the By-laws, operating procedures, all job descriptions, etc., keys to the building office, and, if applicable, other spaces pertinent to the running of the organization (e.g. classrooms, meeting space, storage space, etc.).

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Must be a MQ Member in good standing.
- Receive files and inventory supplies from previous officer at September Board meeting.
- In September review and set BOD meeting dates for upcoming year.
- Attend and preside at all MQ Board meetings and at Annual Meeting, arranging for alternate if unable to attend.
- Set Agenda for Board Meetings and send to Board directly. (Note: all board members can request items to be placed on Agenda).
- Attend all MQ membership meetings, if possible.
- Maintain President’s handbook and keep it current with reports, forms, minutes and correspondence.
- Have appropriate information/backup available for reference at Board and general meetings.
- Work closely with Board Members and Committee Members in the pursuit of their responsibilities.
- Assign and collect necessary reports from Board/Committee members.
- Review job description each year.

Public Relations
- Represent MQ officially when warranted.
- Promote MQ whenever possible for the benefit of the organization and its members.
- Write President’s letter for monthly newsletter/webpage.

Supervisory
- Appoint special committees/committee members (with Board approval) as warranted, including:
  - MQP: Standing committee. President is automatically a member of MQP committee and MQP chair reports to President.
  - Annual Show and Conference: Show Director and Show Coordinators report to the President/Board.
- Serve as committee member on Annual Quilt Show Committee (June of fiscal year following election).
- Prepare material and program for the Annual Meeting.
- Prepare material and guidelines and staffing for the Board Table at the Annual Quilt Show and Conference.
- Make all arrangements for the Quilter of the Year, including but not limited to: immediately after Board selects him/her, communicating and notifying the QOTY of the honor; making sure the QOTY contract is signed; all communications vis-à-vis writing a short bio for the Registration
Book; getting a photograph or arranging to have a photograph taken; inviting her/him to the Holiday Brunch for introduction/announcement to the membership; providing list of quilts and their values to Operations Director for insurance coverage; and at the annual show: hanging her/his quilt display, flowers, banquet arrangements, hotel, articles for the registration and show books and the notice in the newsletter.

- Supervise employees, in cooperation with President Elect and Operations Director.
- Prepare and submit year-end position report due at the end of the fiscal year. Advise and request same from all MQ Board Members and from MQ position/committee chairs/coordinators. After they turn in their reports advise Administrative Assistant to award them a free year of membership.
- Annual reports for board positions are due at the September board meeting.
- Prepare and submit year-end Annual Report, in cooperation with the Administrative Assistant, Bookkeeper and Treasurer, and present at September Board meeting (outgoing position).
- Forward the Annual Report to Administrative Assistant for inclusion on website.

**Fiscal**

- Participate with Treasurer in transferring bank records, including signature cards, when new Treasurer and or President take office, including Investment accounts.
- Work with Investment Advisors to update signature cards, authorizing and clarifying officer(s) eligible to negotiate investments.
- Sign state and federal tax forms, received from auditor’s/tax accountant, and mail at appropriate time.
- Co-sign check requests for any payment of funds over $500.00 as necessary.
- Prepare with Treasurer the general budget proposal for upcoming year and present at August Board meeting.
- Review and sign binding contracts as required.
- Oversee collection of volunteer hours for the auditors.

**Member of the finance committee.**