

# Piece Corps Quilters Guild General Powers

The Piece Corps Quilters Guild officers shall manage the property, affairs and business of the organization. They shall constitute the Board of Directors and shall be referred to as the Executive Board.

The Executive Board officers shall perform the duties as prescribed by the Bylaws and by the parliamentary authority adopted by the organization and perform other duties as may be assigned from time to time by the president or the Executive Board.

A. The President shall preside at all Guild meetings of the organization and of the Executive Board. The President shall appoint all committee chairmen except of the Nominating Committee.

B. The Vice-President shall be an aide to the President and shall in absence of the President, perform the duties of that office. The Vice-President shall serve on the Program Committee.

C. The Secretary shall keep an accurate record of the proceedings of the meetings of the PCQG and the Executive Board and shall be responsible for conducting all general correspondence of PCQG.

D. The Treasurer shall have the supervision of the funds, receipts, and the disbursements of the PCQG; shall keep a written account of the transactions and provide a report of the financial condition when requested and shall serve on the Ways'n Means Committee and the Budget Committee.

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## Committee Member Duties

Committee members shall be appointed by the President of the Executive Board as deemed necessary.

The President shall be an involved member of all committees except the Nominating Committee.

When you decide to become a committee member the following will give you a guideline of what will be requested of you in your new position.

Budget - shall prepare and present annual budget at the annual meeting for vote by the membership. In addition, two members of the budget committee along with the treasurer for the incoming term will audit the previous year's treasury books in March. If the treasurer is serving a second term, they will not be part of auditing the books.

By-Laws - monitor the by-laws as needed. The By-Laws may be amended by two-thirds majority of the members present at a regular meeting of the organization, providing the proposed changes have been mailed to the membership not less than 5 or more than 45 days prior to the meeting they are to be acted upon.

Charity - will be responsible for coordinating and gathering ideas, supplies and projects for the guild to make items to help people of the community, such hospice gowns, breast cancer pillows, baby blankets, lap quilts for nursing homes, etc.

Courtesy - shall be responsible for the following duties

\*Upon the death of a member, the guild will send a sympathy card to the family. Upon the death of any member's immediate family (parent, spouse or child). The guild will send a card.

\*A get well card is sent to a member who is spending time in the hospital for illness and or having a baby.

All members are encouraged to send get well cards and a friendship heart or friendship star 6½" block to members who spend time in the hospital. (block patterns are in the guild yearbook)

All members are encouraged to send a card and an unfinished 12½" block when a member is getting married.

Historian - shall collect, organize and maintain the history of the Piece Corps Quilters Guild.

Membership - shall collect all dues and turn funds over to the treasurer and keep an accurate member mailing list for the Newsletter Chairman.

Secretary/Newsletter - shall take notes at the meeting, produce the newsletter and email the minutes to the members.

Nominating - shall consist of three members who have been members for at least one year. Current officers are not eligible to serve on this committee. This committee shall be elected at the annual meeting.

Program - shall be responsible for all aspects of programs and workshops for the year.

Special Activities - shall be responsible for planning trips, and retreats, etc.

Ways and Means - shall be responsible for developing fund raisers as needed to support the operation of the Piece Corps Quilters Guild.

Web Site - shall maintain and update the website.

Yearbook - responsible for updating content and producing the annual yearbook for the guild.