

## The Greater St. Louis Knitters' Guild Job Descriptions of Elected Officers

All elected officers are members of the Board of Directors, and either attend its meetings or send a substitute. Elected officers are responsible for all general duties as stated in the By-Laws. In addition, each elected officer has specific duties as stated in the following job descriptions:

### **PRESIDENT**

- I. Preside at all meetings of the organization and of the Executive Committee;
- II. Perform all duties usually associated with the office of President;
- III. Supervises the work of the vice-presidents.
- IV. Consults with vice-presidents who appoint committee chairmen for their own area of concern, and maintains a list of committee members.
- V. Delegates to the appropriate vice-president the specific jobs to carry out the Guild's work.
- VI. Appoints an auditor to audit the Treasurer's accounts.
- VII. Appoints a nominating committee.
- VIII. Maintains relations and communications with meeting place staff (e.g., Library – makes arrangements to sign up for room; arranges for needed equipment; reports problems to Library staff, etc.).

### **VICE-PRESIDENTS (General Duties)**

- I. Organizes and manages committees in her area of concern.
- II. Works with other vice-presidents where there is overlap.
- III. With the help of the president, appoint chairmen for committees. Sub-committee chairmen may be appointed as needed by either the vice-president or a committee chairman.
- IV. Handles correspondence related to their function.

### **ADMINISTRATIVE VICE-PRESIDENT**

- I. Membership services
  - A. Membership registration and records
    1. Receives and processes membership applications and renewals.
    2. Keeps record of member's name, address, etc. and other pertinent information.
    3. Provides or reports specific information as needed.
    4. Sees that new members are provided with permanent name tag, and new member information (Directory, Handbook, etc.)
    5. Reports information on new members to newsletter editor for publishing in the next newsletter. Information also sent via spreadsheet to President, Web Liaison, Administrative VP, Ride-A-Long Coordinator, and Newsletter Mailing Committee Head.
    6. Sees that annual membership cards are printed.
    7. In cooperation with newsletter distribution staff, sees that membership cards are distributed.
  - B. Hospitality
    1. At meetings:
      - a. Greets people
      - b. Checks for nametags
      - c. Sees that everyone signs in
      - d. Distributes agenda and literature
      - e. Gets names and addresses of visitors and reports them to newsletter editor and newsletter mailing committee head
      - f. Introduces visitors
      - g. Reports the number in attendance
    2. Record Keeping
      - a. Keeps record of attendance throughout year
      - b. Sees that there are sign-up sheets
      - c. Turns names and addresses of visitors over to person who sends out membership information.
  - C. Prospective Members
    1. Keeps data on prospective members
    2. Sees that they are provided with Guild information
- II. Knit-ins
  - A. Keeps record of where and when Knit-ins meet.

- B. Notifies President, Newsletter Editor and Web Liaison of changes in Knit-in dates, times, and places.
- C. Encourages and helps members form new Knit-ins.
- D. Provides new members with information about Knit-ins in their areas, either directly or through the Membership Committee.

### III. Social Events

- A. Founders' Day Banquet
  - 1. Suggests possible dates/times/places for banquet (October coincides with the anniversary of the Guild's formation, but we usually have the luncheon in December.)
  - 2. Makes arrangements with banquet facility.
  - 3. Plans a program, if needed.
  - 4. Sees that members get information (usually through newsletter, also via email and website).

- B. Luncheon

- 1. Suggests type of event, e.g., the potluck luncheon in place of the regular June Guild meeting.
- 2. Decides on place and makes arrangements.
- 3. Arranges program or other events, if appropriate.
- 4. Any costs (except for donation to the facility) are paid for by those attending.
- 5. Sees that information gets to the membership (usually through announcements at a meeting or article in newsletter also via email and website).

### IV. Other administrative functions dealing with membership as determined by the Board and assigned by the president.

## **EDUCATION VICE-PRESIDENT**

### I. Program and other educational features at the monthly meetings.

- A. Follow-up on suggestions for program.
- B. Keep a file of suggested programs.
- C. Keep a file on suggested speakers or presenters.
- D. Contact prospective speakers, giving them necessary information and/or assistance (e.g., seeing that handouts are printed).
- E. Introduce speaker.
- F. Write thank-you notes to speakers (especially to those who are not Guild members).
- G. Periodically survey members for ideas.

### II. Workshops

- A. Get suggestions from membership and plan curricula.
- B. Find teachers for the workshop sessions and work with them regarding teaching plans, class descriptions, handouts, etc.
- C. Find suitable facilities and work with the host organization.
- D. Publicize the workshop via meeting announcements and by sending registration form to the newsletter editor and to the web liaison.
- E. Decide on costs.
- F. Plan meal, if it is to be an all-day event, and/or snacks for class session-not needed breaks.
- G. Schedule participants into classes.
- H. Notify participants of their schedules via U.S. mail, email, or telephone.
- I. Clean up after the event.

### III. Library

- A. Keep collection of books and pattern books.
- B. Make available a list of titles.
- C. Bring a selection of books to meetings to be lent to members.
- D. Manage system of checkouts and returns.
- E. Make suggestions for additions to the library.
- F. Promote use of Guild library.
- G. Update list of titles with website liaison and update library inventory with ISBN numbers, thereby facilitating credit to the Guild books are purchased from Amazon.com through our website.

### IV. Designated Knitter

- A. Assists members with knitting problems at meetings.
- B. Arrives at regular monthly meetings at least 1/2 hour early or by prior appointment.
- C. Available to give assistance before, after, or during break in meeting.

### V. Educational features in the Newsletter and on the website (with Communications Vice-President) (e.g., book reviews, Stitch-of-the-month, public domain patterns).

- VI. Any other duties connected with the education of members as determined by the Board and assigned by the President.  
(This could include such things as pattern exchanges, etc.)

**COMMUNITY SERVICE VICE-PRESIDENT**

- I. Knitting for Charity
- A. Accepts, sorts and distributes yarn and supplies to the various committees (Preemie caps, Knits for Kids, BRO, etc.).
  - B. May offer for sale to the membership any such donations.
  - C. Sees that supplies are brought to Guild meetings.
  - D. Collects and distributes items to charitable organizations.
- II. Service
- A. Encourage Knit-in groups to adopt projects of their own.
- III. Coordinate the work of all of the committees in her area of concern so that the appeal for items for the various charities comes at different times of the year.
- IV. Other community service that may be determined by the Board.

**COMMUNICATIONS VICE-PRESIDENT**

- I. Internal Communications
- A. Monthly newsletter
    1. Collects information, writes articles, and publishes newsletter.
    2. Sees that it is distributed.
    3. Keeps file of back issues.
    4. With help of Communications Vice-President, recruits and appoints needed assistance.
  - B. Arranges for printing, assembling and distribution of annual Guild Directory.
  - C. Provides other Guild publications when needed (e.g., By-Laws, standing rules, officers' and committee chairmen's job descriptions)
  - D. Historian - Keep record of Guild activities (photographs, newspaper clippings, etc.) in a scrapbook.
  - E. Photographer
    1. Photographs Guild events and activities.
    2. Gives photos to historian for permanent keeping.
    3. Sends photos to web liaison via email or disk.
    4. If possible, emails a photo to person whose item is photographed.
    5. Keeps file of negatives/duplicates.
- II. Public Relations
- A. Publicity (formerly job of Corresponding Secretary)
    1. "Thank you" and other correspondence: each Vice-President or committee Chairman will take care of her own correspondence. That which is from the Guild as a whole is the responsibility of the Communications Vice-President
    2. Keeps newspapers and other media informed of Guild events.
    3. Post-Dispatch newspaper questions.
  - B. Exhibits
    1. Evaluates requests for exhibits and makes decision whether or not to have the exhibit.
    2. Arranges for space
    3. Collects items with release forms
    4. Organizes the arrangement of the exhibit.
    5. Takes down the exhibit.
    6. Sees that items are returned to owners.
  - C. Community Events
    1. Stays aware of community events in which the Guild could participate for educational or public relations purposes (e.g., getting information on community fairs, shows, etc.).
    2. Makes recommendations regarding our participation.
    3. Organizes the Guild's participation (Note: the work of this committee is different from the work of the Community Service committee working with outsiders. The Community Service committee's job is primarily giving help and assistance to outside organizations. The emphasis of this committee's job is public relation and publicizing the Guild.
  - D. Shop liaison
    1. Calls shops to find out the specials for the month, items or programs the shop is featuring, or any other shops news of interest to our members.
    2. Informs the newsletter editor.

E. Teaching requests

1. Work with institutions such as nursing homes, community centers, etc. needing knitting instructors, contest judges, or other help with knitting projects.
2. Receive requests and suggestions for additional services.
  - a. Make recommendations to the Board in the case of major commitments involving large amounts of time and/or money.
  - b. May make the decision herself along with any committee members and/or Knit-ins that may be involved in the case of small, short-term requests.

III. Web Liaison – maintains website

IV. Other assignments as determined by the Board and President.

**RECORDING SECRETARY**

- I. General duties as outlined in the By-laws.
- II. Attends and takes minutes at general Guild meetings.
- III. Sees that a copy of the general meeting minutes is made available to all members before the next regular meeting of the Guild.
- IV. Attends and takes minutes at Guild board meetings. Sees that a copy of the minutes is made available to all Board members before its next regular meeting.
- V. Keeps a permanent record of all minutes and/ or sees that they are filed in a central place.
- VI. Sends notes/cards/newsletter, when appropriate, to Guild members or their family members (e.g., congratulations, condolences, etc.) from the Guild.

**TREASURER**

- I. Receives, holds, and accounts for all monies collected by the Guild.
  - A. Bank Account
  - B. PayPal Account
- II. Post Office
  - A. Forwards mail to the appropriate officer / chairperson.
  - B. Forwards forms received for membership, workshops, etc. to the appropriate chairperson.
- III. Submits books annually for audit.
- IV. Fiduciary responsibility for GSLKG Corporation
- V. IRS Filings