### Chapter Coordinator

This position is an elected position to the TQG, Inc. Board.

It is a voting position.

**DESCRIPTION**

The Chapter Coordinator~~s~~ lead**s** the Chapter meetings, direct**s** Chapter Board, act**s** as liaison with the Executive Board and coordinates chapter activities. The Chapter Coordinators ensure that all chapter activities abide by the TQG, Inc., Constitution, By-Laws, and Policies and Procedures. Chapter Coordinators will have previously served on a TQG Board or committee in some other capacity. This position is a voting position and is an elected Officer of the TQG, Inc. Executive Board.

**DUTIES**

1. Has familiarity with the TQG, Inc., Constitution, By-Laws, and Policies and Procedures and this job description.
2. The Chapter Coordinator attends the TQG, Inc. Executive Board meetings. If unable to attend the meeting he/she must provide a knowledgeable substitute or written report of the prior month’s activities. This report will consist of the prior month’s activities, as well as upcoming chapter activities.
3. Moderates monthly chapter meetings held at designated facility. If unable to attend, Program Chair or a Member-at-Large should assume position.
4. Meeting schedule for upcoming calendar year is submitted to the facility on an annual basis in December by the Executive Secretary with authorization from the President. Any special requests for normal meeting date changes, i.e. Labor Day or July 4th, should be requested to the President by November 1. Rent is paid monthly by the Executive Board Treasurer.
5. Check that the public address system is turned on for all meetings. If not, check with church security or maintenance who will correct the problem. Ensure the public address system turned off after all meetings.
6. Ensures all jobs are covered. Members-at-large should fill any vacancies, if qualified.
7. Welcome guests as soon as possible. Remind guests of attendance policy.
8. For the Night Chapter, the meeting starts promptly at 7:00p.m. It usually runs 1 ½ to 2 hours. Length of break is flexible. The church is rented from 6:00 p.m. to 9:30 p.m. Meeting must close by 9:00 p.m. and vacate by 9:30 p.m.
9. For the Day Chapter, the meeting starts promptly at 10:00a.m. It usually runs 40 minutes to 1 hour. Length of break is flexible. The church is rented from 9:00a.m. to 12:00 noon. Members must vacate no later than 12:00 noon.
10. Conducts a Chapter Board meeting every two months or quarterly. Chapter Board elected officers must attend. Appointed chairs should attend if at all possible. Executive Board President is invited. Meeting is open to general membership. Minutes of Chapter Board meetings must be submitted to the Executive Board President, Secretary and Treasurer. All Executive Board and Chapter Board minutes are to be posted at the monthly general membership chapter meetings.
11. Solves problems pertaining to Chapter activities. Ensures Executive Board members are kept informed.
12. Informs the Executive Board of Chapter activities, problems, and/or concerns. Reports on attendance of members and guests of last monthly chapter meeting, upcoming programs, and any items of special interest that occurred at the meeting. Reports chapter finances. Chapter Secretary-Treasurer should provide you with all information prior to executive Board meeting.
13. Is an authorized second signature on the Chapter Bank account. At each chapter meeting, make sure money from special orders, block drawing, door prizes, magazines, etc. are turned over to Chapter Treasurer and a receipt is written.
14. Ensures that Chapter Board and Committee chair cooperate with Day/Night counter-parts.
15. In January, appoints a Nominating Committee of three members. One member (of the three) will be chosen to chair on the Executive Board Nominating Committee, under the Executive Board nominee. The Chapter Nominating Committee nominates members for the five (5) elected chapter offices which are the Coordinator, Programs Chair, Secretary/Treasurer and two (2) Members-at-Large. The Nominating committee may also take names of volunteers for appointed positions and provide this list to the incoming Coordinator.
16. A member may not hold two elected positions during the same year nor can a member hold the same office for more than two consecutive years.
17. In March, a report from the Nominations Committee, listing nominees shall be submitted to the Executive Board. These nominees will be printed in the April newsletter.
18. At the April Chapter Board meeting, announce the nominees and ask for nominations from the floor.
19. Elections are held at the May Chapter meetings.
20. Appoints replacements for Chapter Board vacancies during the year with the Chapter Board’s approval.
21. Ensures that the Secretary/Treasurer’s books are audited during the June transition month. The incoming Executive Board President appoints the auditors.
22. A chapter coordinator must attend each workshop scheduled by the Second Vice-President (volunteers may be used). The Chapter Coordinator is permitted to attend the workshop without charge: however, as the coordinator’s function is to help the teacher and registrants it is unlikely that much time will be available for participating in the workshop.

Miscellaneous

Remember that many of our members are beginning quilters. Try to get them assistance for their quilt-related questions.

1. No smoking is allowed.
2. Children under 12 years of age are not allowed.
3. Meetings are cancelled only if Norfolk City Schools are closed due to bad weather. If the meeting is cancelled, the TQG President, after consultation with the Chapter Coordinator, will contact the church to make arrangements for another meeting date.
4. Ensure TQG, Inc. banner is displayed at all meetings and that suggestion box is in convenient location. Banner is switched with Chapters every six months.
5. Day Chapter: #523xxxxxxxx
6. Night Chapter: #523xxxxxxxx
7. Saturday Chapter: #523xxxxxxxx

Treasury Matters

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

TQG is not exempt from Virginia Sales Tax.