### First Vice-President

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

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

It is a voting position.

DESCRIPTION

The First Vice-President coordinates local annual guild-wide programs, such as Spring Fling. When delegated, the First Vice-President assumes Guild President’s duties. The First Vice- President assumes the President’s responsibilities in the event of the President’s resignation prior to the end of the term. This position is a voting position and an elected Officer of the TQG, Inc. Executive Board. The First Vice-President is listed with the State Corporation commission as a director of this corporation.

DUTIES.

The First Vice-President has familiarity with all of the following: TQG, Inc. Constitution, By-Laws, Policies and Procedures, internal controls, and this job description.

The First Vice-President attends all TQG, Inc. Executive Board Meetings. If attendance is not possible, the First Vice-President must notify the President prior to the meeting and provide a knowledgeable substitute or a written report of prior month’s activities if appropriate.

The First Vice-President attends both Day and Night Chapter monthly meetings if at all possible.

When requested and in conjunction with the Second Vice-President, the First Vice-President assists Chapter Program Chairs in their program planning, as needed to determine topics of interest to members. The First Vice-President coordinates and shares surveys when possible.

The First Vice-President plans the TQG, Inc. Spring Fling. The First Vice-President may appoint committee chairs for the event. Details of Spring Fling procedures are provided in the Spring Fling binder. The First Vice-President presents budget, proposed date, facility, scheduled teachers, and door prize suggestions to Executive Board prior to scheduling of Spring Fling.

A minimum of three months prior to Spring Fling, the First Vice-President must place information regarding the Spring Fling into the TQG Newsletter and web page. This lead time allows for the Guild membership to learn about the Spring Fling. The newsletter and web page must include a summary of the classes, including supply list, additional kit fees to be paid to the teacher, a registration form for mail-in. All registrations are on a first come, first served basis. As of the mailing date of the newsletter or the uploading to the internet date, registrations are considered “open.” A copy of the supply list, list of registrants and location details must be mailed or given out to all registrants approximately 3-4 weeks prior to the workshop.

Details of workshop procedures are published in the TQG roster under “Policies and Procedures” and should be reviewed by the First Vice-President.

Contracts are sent to member teachers with confirmation of topic taught, kit fees, supplies required, minimum/maximum number of students, and honorarium/lunch information. An honorarium of $80 for a full day class and $40 for a ½ day class is paid to each teacher, and lunch is provided at no cost. Contracts should state if a teacher’s class is canceled because minimum enrollment is not met, the teachers must be notified at least five days prior to the class date or a full honorarium will be paid to the teachers. If a class does not meet the minimum enrollment, teacher may enroll in any class as the guest of the guild andthe **s**tudents will be given a choice of any remaining class open at cost.

The First Vice-President will pre-approve all gold sheet expenses for committee members before submitting to TQG Executive Treasurer. Submit a complete list of revenue and expenses for Spring Fling, after completion of the event, to the TQG Executive Board, subsequently to be published in the following month’s newsletter.

(TQG extension cords and other equipment needed are kept in TQG shed for use at workshops, Flings and other special programs.)

The First Vice-President arranges for a gift for the outgoing President, not to exceed $50.00 per year served.

The First Vice-President fees for Spring Fling will be waived.

The First Vice-President will possess a key to the storage shed.

(TQG extension cords and other equipment needed are kept in TQG shed for use at workshops, Spring Flings, and other special programs.)

Bank Account: BB&T Executive Board Account: #5233XXXXX

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

TQG is not exempt from Virginia Sales Tax.