### 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 non-voting position unless there is a tie.

DESCRIPTION

Presides over Executive Board meetings, ensures Chapters follow TQG, Inc. Constitution, By-laws, and Policies and Procedures. The president is listed as the registered agent with the State Corporation commission and is a named member of the Board of Directors. This position is non-voting, unless there is a tie vote on the board, and an elected office of the TQG Executive Board. President will have previously served on a TQG board in some other capacity. TQG, Inc. President who serves six months and a day of her term will receive a one-year free membership to TQG, Inc. following the term of office.

DUTIES

Has familiarity with all of the following: TQG, Inc. Constitution, By-Laws, Policies and Procedures, internal controls, and this job description.

Attends all Chapter monthly meetings if at all possible.

Schedules executive board meetings. Board is only required to meet quarterly, but for administrative purposes monthly meetings are necessary. Meetings are open to general membership.

Appoints, with the approval of the Executive Board, a parliamentarian, Properties Chair, Library Chair, Quilt Show Treasurer, Shop Liaison, and any other Standing Committee Chair deemed necessary. All appointee positions are non-voting and are directly responsible to the President.

Appoints, with the approval of the Executive Board, replacement for any elected office vacancy that may occur during President’s term of office.

Acts as Guild contact on community/city listings. Refers any function requests from community to the Community Service Officer.

Appoints Internal Control Chair and distributes post office key to Internal Control Chair and an additional executive board member (not having any checking signature authority) to ensure weekly pick up, opening and distributing of guild mail from Post Office Box.

Ensure that Chapter, Quilt Show, Spring Fling, Fall Festival, Bus Trips, Workshops, etc., budgets are presented and approved by the Executive Board and general membership when not budget approved items.

As registered agent, with home address, State Corporation commission provides forms necessary for filing around March 1st. Must provide SCC with registration fee and annual report prior to April 1st of each year.

In June, President-elect ensures a corrected annual report form, is filed with the State Corporation Commission for TQG Inc. The registered agent listed with home address is the President and the members of the Board of Directors are President, 1st VP, 2nd VP, Executive Secretary, and Executive Treasurer appointed at the June transition meeting. Executive Secretary holds the original SCC Incorporation documentation Book. Provide copies to all members of Executive Board.

In June, suggest each position have a transition meeting with new and old officer.

In June at the joint Executive Board meeting, President-elect shall appoint and announce a two member audit committee to audit Executive, Night and Day Chapter guild Books. The audit is to be completed as soon as possible. A report shall be made to the Executive Board and respective Chapter Boards.

In June, President-elect ensures incoming Executive Treasurer obtains resolution and signature cards for all 5 Guild Bank accounts (2 copies each). Incoming Secretary signs resolution section on all cards and provides bank and churches with a letter to verify new officers in effect July1. Ensure incoming President, Executive Treasurer, Chapter Coordinators, Chapter Secretary/Treasurers, Quilt Show Officer, sign applicable cards.

In November schedule dates for Chapter meetings. No meetings are held on the 4th of July or Labor Day. Alternate dates will be arranged. Direct Church Liaison officers to write letter to churches to arrange dates.

In December, appoint a two-member audit committee for the Quilt Show books and the Raffle Quilt books. These audits shall be completed within one hundred days following the end of the show. A report shall be made to the Executive Board and respective Officers.

In January, a semi-annual review of the Executive Treasury shall be conducted with a report to the Executive Board.

In January, appoints a nominating committee Chair, with the approval of the Executive Board, and one representative from each chapter is appointed by that chapter coordinator. This is the Executive Board nominating committee. Chapter representative on the Executive Board Nominating Committee will head the Chapter nominations committee. Nominations are to be presented at March Executive Board meeting for confirmation, published in April newsletter and read at both April Chapter meetings, where nominations from the floor will be solicited. General membership vote takes place at May Chapter meetings.

In January, signs Charitable Gaming Commission raffle quilt permit application in front of bank notary with Raffle Quilt Officer. Change any bank account signatures.

TQG Tax Number - State 228 346 835-6

* Federal 54 1262329

TQG, Inc. is NOT exempt from state sales tax.