### Second Vice-President

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

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

It is a voting position.

DESCRIPTION

The Second Vice-President coordinates quilting teachers, lecturers, and workshops for the guild.

DUTIES.

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

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

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

When requested, the Second Vice-President assists the Chapter Program Chairs in their program planning, as needed to determine topics of interest to members. Coordinate and share surveys when possible.

The Second Vice-President obtains and maintains information about quilting teachers, lecturers, workshops, and other pertinent programs which would be of interest to the Guild. All data should be dated upon receipt and maintained in a binder which is transferred to the incoming Second Vice-President. It is understood the Second Vice-President will be booking two to three years in advance (outside her term).

Prior to scheduling any workshop/lecture the Second Vice-President must obtain Executive Board approval. The Board requires the following information regarding workshop/lecture:

* 1. Total workshop/lecture fees.
	2. Estimated transportation, meals, and lodging costs as negotiated by the 2nd Vice-President.
	3. Determination of the location, time, and cost of the workshop(s)/lecture(s) is the responsibility of the 2nd Vice-President pending approval from the Executive Board.

After Board approval of workshop/lecture, a written contract must be executed one copy shall be retained by the teacher and 2nd Vice-President and one given to the Executive Secretary.

The Second Vice-President must arrange meals and transportation for the teacher.

The Second Vice-President must ensure that a member has been identified as the manager for each day’s workshop. The manager is permitted to attend the workshop without charge: however, as the manager’s function is to help the teacher and registrants it is unlikely that much time will be available for participating in the workshop.

It has become practice for the Second Vice-President to arrange a “nationally renowned” teacher/lecture/workshop per quarter for the guild. This practice is subject to the availability of funds.

Past practice in the Guild has been, time permitting, for a group of Guild members to take the teacher out to dinner or provide dinner at a member’s home. Additionally, if desired, Guild members may take the teacher sightseeing.

A minimum of three months prior to a workshop, the Second Vice-President must place information regarding the workshop into the newsletter and on the web page. The three month lead time permits the Guild to receive the information. The information included on the newsletter and web page must include a summary of the workshop including a supply list (if available), additional kit fees (if the teacher requires), and a registration form for mail-in. If the teacher requires a kit fee, it is the teacher’s responsibility to collect the fee. All registrations are first come, first served. As of the day, the newsletter is mailed to the Guild or the web page is uploaded to the internet, registration is considered open

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

The Second Vice-President should maintain a notebook of past workshops, lecturers, and teachers with the dates they presented to the Guild.

The Second Vice-President will be permitted to attend the workshop free (class quota does not include the Second Vice-President.

The Second 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.)

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

TQG is not exempt from Virginia Sales Tax.