

Kansas Capital Quilters Guild
VICE PRESIDENT Job Description

1. Presides at meetings in the absence of the President.
2. Acts as President-elect for the coming year.
3. Maintains guest book.
4. Organizes the thank-you gift for the President.
5. Finds alternate meeting place when needed.
6. By May appoints and coordinates with the next years Quilt Show Chair(s) (the one who will be in charge of the quilt show when the VP is President.
7. Introduces new members at each meeting and provides new member packet.
8. Coordinates Name Tag Prizes and drawings
9. Assists Treasurer with Membership Renewals
10. Appoints hostess greeter(s) to meet and greet guests at Guild meetings.
11. Is responsible for checking the KCQG President's email account as a backup person for the President.