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## handweavers guild of boise valley, inc.

In addition to the Duties outlined in the Bylaws the President will carry out the following:

### **President -- Job Description**

- I. Provide oversight and support for the Officers and Committees, and be aware of their responsibilities.
- II. Coordinate with the Historical Museum for meetings at the Adelman House, and be the liaison person between the Guild and the Museum.
- III. Arrange for gathering and sorting of mail from the P. O. Box regularly.
- IV. Submit an article to the newsletter each month.
- V. Provide financial oversight with help of the board and the treasurer.
- VI. Maintain and update a Master Copy of the Articles of Incorporation, the Bylaws, the Job Descriptions, the Policies and the Guidelines of the Guild. The Master Copy will be located in the Guild Library and may be paper or electronic.
- VII. Distribute Job Descriptions to incoming Officers and Committee Chairmen.
- VIII. Orient a successor.

Revised November, 2008