



handweavers guild of boise valley, inc.

In addition to the Duties outlined in the Bylaws the Officers 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. Arrange for gathering and sorting of mail from the P. O. Box regularly.
- III. Submit an article to the newsletter each month.
- IV. Provide financial oversight with help of the Board and the treasurer.
- V. 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 available to the Guild Membership on the Guild Website.
- VI. Distribute Job Descriptions to incoming Officers and Committee Chairpersons.
- VII. Delegate a periodic review of the Guild Policies and Job Descriptions.
- VIII. Review and update minutes when the Secretary sends them.
- IX. At year end assist the Treasurer in holding a self-audit of the treasury records. Appoint one at-large member who will also assist with this audit.
- X. Hold safely a set of keys to the Library. Or designate a member to hold the extra keys.
- XI. Find the process for the Nominating Committee in the By-Laws. They are responsible for creating the next slate of officers.
- XII. Give updates about guild activities to the Social Media Chairperson, as needed.
- XIII. Give updates for the guild website to the Webmaster, as needed.
- XIV. Orient a successor.

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