



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. Provide financial oversight with help of the Board and the Treasurer.
  - A. Follow the process for Budgeting in the Budget and Spending Policy.
  - B. 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.
- III. Maintain and update a Master Copy of the following documents:
  1. Articles of Incorporation
  2. Bylaws
  3. Job Descriptions
  4. Policies
  5. Guidelines of the Guild
  - A. Delegate and oversee a periodic review of these documents.
  - B. The Master Copy will be available to the Guild Membership on the Guild Website.
- IV. Distribute Job Descriptions to incoming Officers and Committee Chairpersons.
- V. Find and follow the process for the Nominating Committee in the By-Laws, "Article V. – Election of Officers." They are responsible for creating the next slate of officers.
- VI. Arrange for gathering and sorting of mail from the P. O. Box regularly.
- VII. Submit an article to the newsletter each month.
- VIII. Review and update minutes when the Secretary sends them.
- IX. Create a monthly Agenda for the Board and Regular Meetings. Send the agenda to the membership prior to the meeting.
- X. Designate someone to unlock the meeting venue for Regular Meetings.

XI. Hold safely important keys, such as:

1. Congregational Church of Christ Keycard
2. Post Office
3. Library Door
4. Library Cabinets

A. Designate members to hold extra keys, as needed.

XII. Hold safely important log-in information, related to websites, or other electronic spaces.

A. Designate members involved with maintaining these spaces who will also hold this information.

XIII. Give updates about guild activities to the Social Media Chairperson, as needed.

XIV. Give updates for the guild website to the Webmaster, as needed.

XV. Orient a successor.