The purpose of this notebook is to serve as a guide for the

President

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Officers” page.

Complete the end of year report page in September.

Be prepared to review this notebook with the President Elect and in-coming President Elect between the September and October Steering Committee meetings.

Thank you for your participation in the guild!

Previous Officers

For

President

|  |  |  |
| --- | --- | --- |
| 2005-2006 | Byrd Tribble |  |
| 2006-2007 | Vickie Mildenberger |  |
| 2007-2008 | Dorothy Barr |  |
| 2008-2009 | Wendy Stone |  |
| 2009-2010 | Esther Weiner |  |
| 2010-2011 | Shelley Bertels |  |
| 2011-2012 | Edie Frasier |  |
| 2012-2013 | Dorothy Barr |  |
| 2013-2014 | Michele Hackmeyer |  |
| 2015 | Karen Skinner |  |
| 2016 | Pam Doffek |  |
| 2017 | Peggy Allen |  |
| 2018 | Kerry Cohen |  |
| 2019 | Carol Eskola |  |
| 2020 | Pam Doffek |  |
| 2021 | Lyn Geariety |  |
| 2022 | Sue Isaac |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Guidelines**

The office of President is primarily one of leadership and delegation. Planning ahead and being organized with information at your fingertips will result in a smooth tenure.

**Responsibilities**:

* Serve as the leader of all guild meetings by following a preset agenda and maintaining a timely flow of events.
* Serve as a leader of all Steering Committee meetings by following an agenda, maintaining a timely flow of events and following Robert’s Rules of Order.
* Serve as the main contact person for Quilter’s Unlimited by answering emails and phone calls in a timely fashion and relaying information to the Officers and Chairpersons as needed.
* Represent the Guild at major Guild activities. In the past, these have included the opening of the Annual Capital City Quilt Show, the City Hall Show, and the Guild’s new-member get-together.
* Update the Guild’s Policies and Procedures document upon Steering Committee approval of any changes, and provide the updated document to the Guild’s website coordinator for posting to our website.
* Monitor the budget.

Though the list may seem daunting, a timeline included in Part II may be helpful in completing your responsibilities.

***Part I. General Information***

**President’s Guild Email Address**

Certain officers and chairpersons have been assigned email addresses through the Guild.  
Yours is: [president@quilttallahassee.com](mailto:president@quilttallahassee.com) The log in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are in the physical notebook only (not posted online).

The purpose of having a Guild address it to allow you to keep your personal address private and to have a formal repository for communications on Guild matters. The email account can automatically forward a copy of incoming emails to your personal account, making it easier to keep up with new Guild email, but you should use the Guild account when a response is necessary and for keeping a copy if needed of the communication.

You will be provided with an initial password for the account that can be changed; however, if you choose not to use the account, please leave the password as initially received, since the account’s spam folder must be cleaned out periodically.

**Responding to Queries**

The QU website has a “Contact Us” page with the website coordinator’s email address and a link to the QU President. You will receive occasional email information to announce to the guild or pass along to other members. Also, the website coordinator may occasionally receive a guild email to forward to you.

**Conduct of General Meetings**

Draft an agenda in advance of the monthly Guild meeting. Copies of the agendas from the previous President are included in your notebook as examples.

**Conduct of Steering Committee Meetings**

Steering committee meetings have been held every two months, but have been changed in 2022 to be quarterly. Be sure the meeting dates are included in the website calendar

Draft an agenda before every Steering Committee meeting. Share this with all Steering Committee members and committee chairs several days in advance; they may have items to add to the agenda. Examples of previous agendas are included in the notebook.

Follow Robert’s Rules of Order, 11th Edition.

Guild Bylaws allow an email/phone vote to be taken in lieu of putting an issue to a vote at a Steering Committee Meeting. This may be helpful with a time-sensitive matter, e.g., contracting with workshop teachers. But you may also call a brief interim meeting (such as at the end of a regular Guild Meeting). If this is done, advance notice to all Steering Committee members of such interim meeting, and its subject, is required.

A few days in advance of each Steering Committee meeting, remind all members of the date, time, and place of the meeting. Include all attachments in that reminder (via email, or by mail if the member does not have email), and remind members to bring the documents to the meeting. Documents include the agenda, Treasurer’s reports, minutes of the prior Steering Committee meeting, and any other documents that will be used during the meeting. This practice helps members prepare in advance for the meeting.

Notify the Guild’s membership via an email blast whenever approved Steering Committee minutes have been posted to our website.

**Newsletter Submissions**

All submissions to the newsletter must be written exactly as they should be printed. Do not ask the newsletter editor to write items for you. The email address for the Newsletter editor is   
[newsletter@quilttallahassee.com](mailto:newsletter@quilttallahassee.com)

Newsletter deadlines are usually during the last week of the month. Exact deadline dates are posted in every newsletter and can be viewed at the Guild’s website.

**Website Submissions**

Website articles or calendar dates should be submitted to the website coordinator at   
[webcoord@quilttallahassee.com](mailto:webcoord@quilttallahassee.com) and written exactly as they should be posted.

Website postings can be submitted at any time, but expect a delay between submitting your item and its appearance on the website. You can request that urgent messages be sent via “email blast,” recalling that these will only reach Guild members who have email.

**President’s Budget**

A discretionary fund is generally budgeted for the office of the President. Whether this is budgeted in any particular year will be decided during the annual budgeting process.

**Guild Banking**

The Guild has a checking and savings accounts and a CD at The First (formerly Farmers & Merchants Bank). The checking account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in the physical notebook (not posted online). Deposits can be made at any of its branch offices. You can use the deposit slips available at the bank, adding the account number to them. Once the signature cards are updated, the Treasurer and the President can sign checks or make withdrawals from savings accounts. See the first December in Part II.

**Guild Tax Status**

The Guild is a tax exempt organization under the provisions of 501( c )(4) of the U.S. Internal Revenue Code [Civic Leagues and Social Welfare organizations], not the more familiar   
501( c )(3) designation. This classification was reevaluated in 2018 and deemed appropriate.

Charitable donations to the Guild are not tax-deductible.

Our status as a tax-exempt organization affects various aspects of the financial management of the Guild. In particular, the Guild is subject to certain limitations on “benefits inuring” to members. This was of concern in connection with the Guild’s use of members to teach at workshops or to provide quilting services. Research[[1]](#footnote-1) indicated that “reasonable compensation for goods and services” is allowed. This is interpreted to mean that any arrangements made with members to teach or to quilt should limit their compensation to no more than the equivalent rate they might earn at local/regional quilt shops.

**Guild Property**

During your year as President, you will have in your possession:

* Key to Post Office Box (NOTE: the Treasurer also has a key)
* Key to our meeting place, when applicable [*NOTE: ???? and Jeanne Brenner still have keys to Temple Israel*]
* President’s Notebook
* Fabric torch

**Meeting Location Contact**

The Guild will be happy to resume meeting at Temple Israel as soon as that is possible. Until that happens, it is important to include the meeting location in all newsletter and email blast communications.

Our contact at Temple Israel is Lisa Slaton.

Email: [admin@TempleIsraelTLH.org](mailto:admin@TempleIsraelTLH.org)

Phone: 850-877-3517

Website: TempleIsraelTLH.org

Address: 2215 Mahan Drive, Tallahassee, FL 32308

At the start of 2022, Temple Israel was still closed to outside groups due to the pandemic. The Guild has been meeting at the main Tallahassee library since September of 2021.

Pam Doffek has volunteered to make reservations for meeting rooms available at the various public libraries for regular Guild meetings and for the philanthropic sit and stitch group Bits and Pieces.

**Post Office Mailbox**

The mailing address for Quilter’s Unlimited is P.O. Box 12181, Tallahassee, FL 32317. You will be given a key to the post office box, which is the Centerville Road office at 2355 Centerville Road. The post office box should be checked once a week, especially just before each Guild meeting and Steering Committee meeting. You may need to distribute mail to various officers and chairs.

The Treasurer also has a key to the post office box. You should decide which of you will assume responsibility for checking Guild mail, or how you will share it.

**Helpful Hints**

Being organized with information at your fingertips will help to assure a smoother time for you during your time as President. Rest assured the unexpected will probably happen in spite of your best efforts. The following are suggestions you may find helpful:

Make yourself a separate notebook and plan to carry it with you to all meetings. The notebook should contain:

* The current directory as well as the previous year’s directory
* Agenda pages
* Notes pages
* The current year calendar as well as calendars for next year
* Robert’s Rules of Order or a condensed version
* Meeting locale phone number including emergency contact number

Plan to arrive early for the regular Guild meetings, particularly since you have the key to Temple Israel and it may be locked. Arrival at 6:00 to open the door and allow those needing time to set up before the 6:30 social time is suggested. [NOTE: 5:30 arrival for 6:00 social time at the library meeting location for January 2022 and perhaps going forward. Will need to check this change with Temple Israel if/when we resume meeting there.] In the half hour before the start of the business meeting, you will be asked many questions by many different people.

You should also plan to be the last person to leave after meetings, as you have the responsibility for the security of the meeting location building [Temple Israel]. If members linger at the end of a meeting, begin turning lights out. Check the air conditioning setting if a Guild member has adjusted it during the meeting, and if advised by the Temple Admin (only), turn on the alarm before you lock the doors.

Keep guild contact information with you at your place of work. Sometimes officers or chairpersons may need to reach you at the last minute on the day of the meeting.

Everyone loves a pat on the back or recognition for doing something good. Positive reinforcement goes a long way in guild member involvement. Provide a little “thank you” to chairpersons or guild members who go above and beyond.

***Part II. Timeline***

Some of your duties repeat monthly or bi-monthly. These are in the chart below rather than being listed under the month in which they should be done.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Newsletter Article for Next Month | Guild Meeting Agenda | Remind Meeting Location  re: next meeting(s) | Steering Committee Meeting Agenda | Send Steering Committee Agenda & Documents |
| Dec | ✓ |  |  |  |  |
| Jan | ✓ | ✓ | G, SC | ✓ | ✓ |
| Feb | ✓ | ✓ | G |  |  |
| Mar | ✓ | ✓ | G |  |  |
| Apr | ✓ | ✓ | G, SC | ✓ | ✓ |
| May | ✓ | ✓ | G |  |  |
| Jun | ✓ | ✓ | G |  |  |
| Jul | ✓ | ✓ | G |  |  |
| Aug | ✓ | ✓ | G, SC | ✓ | ✓ |
| Sep | ✓ | ✓ | G |  |  |
| Oct | ✓ | ✓ | G |  |  |
| Nov | ✓ | ✓ | G, SC | ✓ | ✓ |
| Dec |  | ✓ | G |  |  |

Newsletter Article: This must be sent to the newsletter editor by the deadline for the next month’s edition. Your first article will be in the January newsletter; thus it is due by the end of December before “your” Presidential year.

Guild Meeting Agenda: Prepare this about a week before the upcoming general meeting of the guild. Having this in hand at the meeting helps you keep the meeting running smoothly.

Remind Meeting Location about Next Meeting(s): No later than the morning of the day before each month’s meeting, send an email to our contact at the meeting location. Include in the email all of the following which apply:

* Date, time, and approximate duration of the guild meeting
* A request for them to allow us the use of their microphone and its stand during the guild meeting
* A request for the use of their projector/stand/screen, if necessary
* Temple Israel can provide help setting up the room for the guild meeting (tables, chairs, etc.) for a fee of $75. Include this request if help is needed, although generally members of “Bits & Pieces” sit-n-stitch group handle this chore.
* If there will be a Steering Committee meeting the week after the guild meeting, include a reminder about the date, time, and approximate duration for the SC meeting.

Steering Committee Meeting Agenda: Send SC Members Agenda & Documents: See “Conduct of Steering Committee Meetings” in Part I.

**December**

* You will be installed as President at the end of the December guild meeting. The current president will introduce the new officers and give an oath of office to the group as a whole. She then turns the meeting over to you. Adjourn the meeting.
* (This could also be done in early January.) Meet with the outgoing Treasurer and the incoming Treasurer at the Guild’s bank to sign their signature cards and other paperwork related to our accounts. Take with you a memo listing the names and titles of the current Guild officers and the date of their election. This memo should also indicate that the newly elected President and Treasurer should have signatory authority for and electronic access to the Guild’s accounts. Also include the names of the outgoing officer (resident, Treasurer), both name and title, that should be removed from those having access to these accounts. This memo needs to be shown as having been signed and authored by the Guild’s Secretary.
* Provide the Guild’s Website Coordinator the personal email address to which you want email forwarded from the QU President’s email address. Also remind the Website Coordinator to update the automatic signature block for emails sent from the QU President’s email address, replacing the prior President’s name with yours.

**January**

* Guild meeting: Deadline to pay dues for the current year.
* Steering Committee meeting
* Confirm that the Treasurer has filed the updated roster of officers with the Florida Division of State, Division of Corporations[[2]](#footnote-2).
* Discuss the programs for the February and March meetings.
* Determine whether an Auditor has been recruited to work with the Treasurer on the annual audit and this will proceed as required.

**February**

* Consider beginning your appreciation gifts for fellow officers and committee chairpersons.

**March**

* Check with the Treasurer and the Auditor to see whether the annual audit report for the previous fiscal year is ready to be discussed at the upcoming Steering Committee meeting. If not, postpone this to the following meeting.
* Steering Committee meeting
* Discuss the programs for the April and May meetings
* Discuss whether a new member social should be planned and if so, what sort of gathering it should be.

**April**

* Check whether the Treasurer has filed Form 990N with the IRS. This should be filed in April and the final deadline is May 15.

**May**

* Recruit one guild member to join you, the President-Elect, and the Treasurer on the Fiscal Planning Committee. Set a date, time, and location for that committee’s meeting.
* Make sure that the President-Elect has a nominating committee in place and is ready to announce the committee at the June meeting.

**June**

* If not already held, hold the Fiscal Planning Committee meeting.
* Assure that the Fiscal Planning Committee’s report is completed by the committee member assuming this task and then approved by the committee by the end of the month.

**July**

* Guild meeting
* The President-Elect will announce the names of and introduce (if present) the members of the nominating committee
* Guild members are encouraged to contact the nominating committee with suggestions.
* The program usually includes Quilts of Valor and Veteran Lap Quilts
* Steering Committee meeting
* Check on nominating committee progress
* Include the Fiscal Planning Committee’s report as an attachment to the meeting notice sent to Steering Committee members and include it as an agenda item for review and approval.
* Confirm with the chairperson for Challenge Quilts whether those will be revealed at the August or the September general guild meeting.

**August**

* No special activities

**September**

* Guild meeting
* Touch base with the President-Elect before this meeting to go over the sequence of events (below) related to the nominating committee.
* The President-Elect will introduce the nominating committee and announce/introduce the nominees for the elected officer positions: President, President-Elect, Membership VP, Secretary, and Treasurer.’
* Advise the membership that voting for elected officers will take place at the October meeting.
* Nominations will be taken from the floor.
* Steering Committee meeting
* Verify that the Treasurer has filed Department of Agriculture & Consumer Services annual report (due in September).
* Gather input from the Steering Committee members present at the meeting for the next fiscal year’s budget. (Solicit this information from members not in attendance via email or telephone in the days following the meeting.) Remind them that the budget will be reviewed and voted on at the November Steering Committee meeting.
* Remind members that end-of-year reports and notebooks should be turned in at the October guild meeting.

**October**

* Send reminders to all Steering Committee members several days before the next guild meeting that end-of-year reports and notebooks should be turned in at that meeting.
* Prepare your own end-of-year report and edits to your notebook, ready for turnover to the incoming President.
* Assist the Treasurer as needed to review the previous year’s fiscal statements and in preparing a draft budget for the next fiscal year.
* Guild meeting
* Have a table ready with appropriate signage where Steering Committee members can turn in their end-of-year report and their notebook, since these are due today. There is a checklist in this notebook to help you keep track of them as they are turned in.
* Officer elections: Reintroduce the nominees for officer positions. Ask once again if there are any floor nominations. Floor nominations must have prior approval. Beginning with Treasurer and working backwards towards the President-Elect, introduce the nominee for that role. Ask…All in favor? Any opposed? Congratulations, (name), you are the new Treasurer for (year0. Repeat this procedure for the Secretary, Membership VP, and President-Elect.
* Arrange a meeting to include yourself, the President-Elect, and the incoming President-Elect to review notebooks and reports for edits and recommendations. The edits must be done before the November Steering Committee meeting, at which the notebooks are distributed to the new officers and chairs. The notebooks must be posted to the website, as links on the Guild Organization page on which the names of the Steering Committee Members are located; provide soft copies of all updated notebooks to the guild’s website coordinator so that she can replace the old versions with these updated documents.

**November**

* When sending this month’s reminder to Steering Committee members about the next meeting, remember to include new *incoming* members. Remind them that we will vote on the next fiscal year’s budget at this meeting and distribute notebooks.
* Steering Committee Meeting
* Discuss and vote upon the budget for the next fiscal year.
* Distribute updated officer/chairperson notebooks
* Remind the Treasurer that an annual audit must be conducted after the Guild’s fiscal year ends on December 31.
* Determine how an auditor will be recruited from among the Guild’s membership.
* Discuss the best time to perform this audit. It should not be started until banking transactions posting to Guild accounts through 12/31 of the fiscal year have been posted to the Guild’s check register and budget-to-actual reports. This is generally completed by the end of January or a little sooner. Upon completion of the audit, the Auditor will meet with the Treasurer to present and discuss the audit report. Subsequently, the Treasurer will send that report to the President to share with the Steering Committee.

**December**

* Before the December guild meeting, contact the President-Elect to review the order of this month’s meeting, in particular the installation of new officers and turning over the meeting to her upon conclusion of the installation.
* Guild meeting
* Installation of new officers
* Introduce the new officers and administer the oath of office collectively.
* Turn the meeting over to the newly installed President
* The new President reads the names of the new chairpersons for the coming year.
* The new President reminds all officers and committee chairpersons that their tenure begins now, not January 1.
* The new President invites attendees to enjoy the “in celebration of us” party and adjourns the meeting.
* Your year as President is complete!

**President’s Role in the Museum Quilt Show**

The President may be asked to prepare very short remarks to deliver at the opening reception for the Annual Capital City Quilt Show. Generally, the schedule for the opening reception will be as follows:

* The Director of the Museum of Florida History begins with opening remarks and then introduces you as the President of Quilters Unlimited of Tallahassee.
* The President of Quilter’s Unlimited delivers her remarks.
* The museum Director introduces the Museum’s CSO Board President, who gives a brief speech
* The Museum Director introduces the Secretary of State, who gives a brief speech
* The Museum Director introduces the Quilt Show Chairperson who then uses the scissors and opens the show.

The entire opening reception should take no more than 15-20 minutes, so keep your remarks brief. It could simply be a couple of remarks about the show and thanking the Guild’s chairpersons for the quilt show, the silent auction, the opportunity quilt, and the challenge quilts, as well as thanking the Museum and its staff members.

End of Year Report \_\_\_\_\_\_\_\_\_\_\_ Office of President

(year)

**Complete this report in the month of October**

The information that you document will be helpful to future officers/chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role:

What was most difficult for you in this role? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was easiest for you in this role?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget allotted: ­­­­­­­­­­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Where there unusual expenditures?\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful Hints for future chairpersons:

Recommendations for change:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Standard Federal Tax Reporter (2014), 22,609.026, Code Sec. 501( c )(3), Organizations: Organized and Operated: Inurement to Private Individuals. Includes applicability discussion regarding social welfare 501( c )(4) organizations. [↑](#footnote-ref-1)
2. Required under 617.1006, Florida Statutes [↑](#footnote-ref-2)