

Position: *Executive*

- Review the Guild Sponsorship commitment annually.
- Maintain EGV storage cupboard at church in good order.
- Keep an open line of communication with all members.
- Prepare annual report for the Annual General Meeting.

EXECUTIVE - TIME LINE

January/February: Commence annual budget prep

March: Confirm executive members' and appointees' willingness to run again
Past President to determine which positions will need to be filled for the coming year.
Review own Job Description and inform Past President of any suggested changes
Review budget at executive meeting.

April: Begin preparation of required annual reports for the June newsletter. Annual reports should detail what was done in each position. The following positions will submit an annual report for inclusion in the June Flying Needle: President, Day Chair, Treasurer (Financial report), Education, Library, all SIGs
Prepare budget for presentation to the Guild at the May meetings.

June/July: Attend changeover meeting with new and old executive - focus is sharing experiences, information about job description, expertise and facilitating smooth transition

August: Determine and book dates for meetings and any special events for the year e.g. January evening meeting, 10-hour stitch-in, Retreat, Spring Festival, Brownies/Guides, Sewing & Craft show, Fibrations, Member Show

ONGOING JOBS