

Embroiderers' Guild of Victoria

Position: President

- Prepare agendas and preside at all evening meetings, executive meetings and the Annual General Meeting following established rules of order
- Manage the workings of the Guild, ensuring decisions are implemented.
- Is an Ex-officio member of all committees
- Has signing authority for the Guild
- Attend the fall Prairie Pacific Regional Meeting and President's meeting at Seminar
- Is contact/liaison with EAC Board members
- Keep an open line of communication with all Guild members
- Respond to correspondence as required
- Ensure notice of Annual General Meeting is distributed at least one month in advance
- Write President's column for the Guild newsletter
- Ensure annual report is submitted as required under the BC Societies Act
- Ensure results of EGV elections are sent to EAC (Prairie Pacific Regional Representative) as required
- Prepare annual report for the Annual General Meeting
- Ensure contents of EGV website are routinely checked for accuracy.
- Ensure all newsletters are proofread prior to distribution
- Ensure all members working with youth groups have a criminal record check on file (send copy to EAC Youth Appointee)

Time Line:

January - March: Insurance paid upon receipt of invoice from EAC treasurer.

March: Education Bursary recipient announced

April: Proposed Budget printed in Flying Needle
Notify SIGs to prepare annual reports for the June Flying Needle

May: EAC Regional/President's meeting at Seminar
EAC Executive Board meeting at Seminar
Annual reports due for the June Flying Needle
Motions are needed to accept Year End financial Statement, Budget and appointment of a financial reviewer

June: Annual General Meeting

Annual report for the BC Societies Act sent within 30 days of AGM
Changeover meeting with new and old executive held in late
June/early July ensuring new executive members have copy of job
description – focus is sharing experiences, expertise and facilitating
smooth transition

July/August:

Review of president's files
Signing authority for bank account transferred if needed
Chapter report for Prairie/Pacific Regional Meeting sent

Saanich Fair rep requires ribbons, prize money and letters
August executive meeting to plan upcoming year
Financial audit completed

September:

Prairie Pacific Meeting
Report of Prairie Pacific meeting required for newsletter
Saanich Fair winners announced

October: Saanich Fair winners announced if not done in September

December:

Education Bursary recipient(s) announced

Ongoing Tasks:

- President's column in newsletter
- Information from EAC reported as it arrives
- Agendas for executive and evening meetings prepared