

## PRESIDENT - TIME LINE

- July/August    Review President's binder and other files  
Transfer Signing authority with new Treasurer, new Secretary and outgoing Treasurer (if needed)  
Prepare and send Chapter report for Prairie/Pacific Regional Meeting  
Book flight for P/P meeting  
Attend Summer Gatherings  
Ensure financial records are reviewed  
Ensure 2<sup>nd</sup> VP has Saanich Fair ribbons made and delivered along with prize money  
Arrange August Executive meeting in a timely fashion to allow information to be printed in *Sampler*  
Ask EAC for Motion Book updates
- September    Attend Prairie/Pacific Regional Meeting  
Write Report for *Sampler*
- October        Announce Saanich Fair winners  
Ensure Spring Festival volunteers in place
- November      Determine whether there will be a meeting in January (depends on date)  
Determine whether there will be a *Sampler* in January (with Editor)
- December      Report information from EAC Fall Board Meeting  
Ensure Spring Festival samples available
- January        Insurance to be paid upon receipt of invoice from Shaw Sabey  
Ensure volunteers set for Brownie & Guide workshop  
Book Community Arts Council space for Members' Show if desired  
Check with organizers of Sewing and Craft Show to see if space available at no cost to EGV.
- February       Brownie & Guide workshops  
Determine which Executive Positions need to be filled for next year (with Past President)  
Ask Guild if any objections to remaining a member of Community Arts Council of Greater Victoria  
Commence Budget preparation
- March          Spring Festival  
Review Budget at Executive meeting
- April           Proposed Budget printed in *Sampler*  
Ensure that planning is in place for next year, including Executive positions  
Notify Executive to prepare annual reports for the June *Sampler*
- May            Ask for volunteers for Spring Festival  
Attend EAC Seminar or have a member who will be there attend the Board meeting on behalf of the Guild. The attendee will be reimbursed for the extra expenses

Verify that annual reports are ready for *Sampler*  
Prepare President's annual report for presentation at AGM  
Prepare Agenda for Annual General Meeting. Ensure candidates have given their permission in writing (with nominating committee)  
Ask for motion to pay for travel costs to Prairie Pacific Regional Meeting  
Ensure that motions are made to accept Year End Financial Statement, Budget, and appointment of a financial reviewer.

June  
Preside over Annual General Meeting  
Prepare and send annual report for the Society's Act within 30 days of AGM, include signed Financial statements and list of Executive  
Send Executive List to EAC Membership Director  
Send President's name and address to Editor *Embroidery Canada* (if changed)  
Send Financial statements to EAC Treasurer

#### Ongoing Tasks

Monthly President's column in *Sampler*  
Report information from EAC as it arrives