



Vice President

Supersedes

Original - Standard Operating Procedure for Vice President of Guild

Current Chairperson

Linda Taltavull – Quilt Year 2015/2016

Job Description

The Vice President will perform the duties of the President in their absence. Responsible for maintaining any assigned budget targets.

The Vice President is an officer of the Guild and is a yearly elected position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Vice President

Item	Action
1.	Will conduct the general meeting in the absence of the President.
2.	Purchase three gifts each month for door prizes for the general meeting. These do not need to be identical gifts. Responsible for maintaining established budget target.
3.	Responsible for scheduling meeting venue for the quilt year that runs September through June.

Previous Chairperson

Marie Zejewski	Quilt Year 2014/2015
Marie Zejewski	Quilt Year 2013/2014
Carole Custer	Quilt Year 2012/2013
Carole Custer	Quilt Year 2011/2012
Barbara Wilhelm	Quilt Year 2010/2011