

Duty Statement – President

The President leads and oversees the Committee responsible for managing the affairs of Canberra Quilters to enable the organisation to meet its aims and objectives. The President is a member of the Executive and undertakes his/her duties in accordance with the Canberra Quilters' Constitution and the Associations Incorporation Act.

General:

- You are the “public face” of Canberra Quilters.
- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.
- You represent Canberra Quilters to other organisations. You speak on behalf of the organisation. You may also represent the organisation in relations with other people or organisations, e.g. media interviews and other presentations and before any Court or government department.

Meetings:

- Chair monthly Committee meetings – this includes giving a President's report at the appropriate agenda item, and ensuring the meeting stays focussed and keeps to time.
- Chair the Thursday evening meeting – this includes welcoming all members and visitors; conducting the business part of the meeting with Committee and sub-committee input; and organising the flow of the meeting to allow time for guest speakers, teachers, sponsors, show and tell, raffle draw, library and supper
 - You thank any guest speakers and present them with a small gift of appreciation (organised by the Vice President)
 - You assist the Vice President to lock up both the hall and the room at the end of the evening, if required.
- Chair the Quilt Australia sub-committee when it meets.
- Your attendance at the exhibition and other sub-committees that may be constituted from time to time is optional.

Annual General Meeting (AGM):

- At the end of the calendar year (Canberra Quilters' financial year), check with the Treasurer that the financial reports are with the auditor. These are required for the AGM.



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- Invite someone to chair the AGM a month or two before.
- Ensure the Secretary has submitted the agenda and notice of AGM, previous AMG minutes and any motions to the Newsletter Editor for the December issue.
- Ensure that someone, if not the Secretary, is taking minutes of the AGM.
- Write a President's Report and submit to the Secretary before the AGM. Deliver the President's report to the Guild at the AGM.
- As in-coming President, speak with the Public Officer to verify submission of documents/returns post-AGM to the ACT Government.

Financial responsibilities:

- You are one of four people of the Executive who can co-sign Canberra Quilters' cheques. You are responsible with the rest of the Committee for approving spending by the group. The Treasurer will seek approval for spending at Committee meetings or via emails if it is urgent. The Treasurer will advise and undertake the procedures necessary for lodging your signature at the bank.

Correspondence:

- The Secretary is responsible for preparing outwards correspondence for your signature. There may be occasions when the President is best placed to write and sign the correspondence, especially with more sensitive matters. In these instances a copy should be forwarded to the Secretary for Canberra Quilters' records.
- Prepare or submit reports to Quilt Australia or major sponsors to meet required deadlines.

Connecting Threads, CQ Website and Blog

- Write a President's Report for each *Connecting Threads*, and submit it to the Newsletter Editor before the deadline. Deadlines are the evening meetings in February, May, August and November.
- You may on occasion also have to write other articles for *Connecting Threads* – depending on Committee decisions.
- Keep in contact with the Website Coordinator.
- Provide web page content for pages which are directly relevant to the position of President.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.



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Exhibition:

- You will be available to attend media interviews and radio segments to promote the exhibition, if required. This role can be shared with others on the Committee, but generally the Exhibition Coordinator and Exhibition Secretary will be too busy in the weeks before the exhibition.
- Introduce the guest who opens the exhibition and our major sponsors should they wish to speak.
- Discuss with the Exhibition Coordinator your attendance at the exhibition. You may be required to attend to help out, speak with any sponsors at the show, and draw the raffle on the last day.

Activities:

- You will endeavour to attend Canberra Quilters' activities if you can. These include the annual retreat, the biggest morning tea, craft expos that Canberra Quilters participate in, sale days, and the daytime meetings if you are available.
- Be available for quilt judging day, if possible. The judge would appreciate meeting the President. You may be required to contact the winners at the completion of judging.

Other duties:

- In conjunction with the Committee, you will oversee the business of Canberra Quilters.
- Keep abreast with the financial statements – and work closely with the Treasurer.
- In consultation with the Treasurer, arrange for the lodgement of signatures of the Executive at the Bank, and “view access” for the Membership Secretary and/or Bookkeeper.
- Keep the Committee focussed and motivated.
- Always recognise that as the President, you are the “ear” of the organisation for the members. They will come to you if they have concerns, suggestions or compliments. Accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the Committee to make things better.
- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the bulletin.
- Attend Quilt Australia meetings (held every two years), if required.
- You will be an emergency contact point should there be security issues in the room outside of normal opening hours.
- Remember – this duty statement is not a stagnant document. Update it often.