



CANBERRA QUILTERS INC
SINCE 1976

Canberra Quilters Inc.

ABN 49 327 425 805

Duty Statement – Vice President

The Vice President, as a member of the Canberra Quilters' Executive, assists the President and other Committee members in managing the affairs of Canberra Quilters to enable the organisation to meet its aims and objectives. These duties are undertaken in accordance with the Canberra Quilters' Constitution and the Associations Incorporation Act.

General:

- Your primary role is to assist the President in all matters pertaining to Canberra Quilters' business, particularly at meetings.
- If the President is absent, the Vice President will temporarily fill the position.
- You will chair the Committee meeting and the Thursday evening meeting if the President is not available.
- 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.

Committee meetings:

- Provide a Vice President's report at the appropriate agenda item for the monthly Committee meetings from January to November.
- Act as liaison between the Cook Management Team (CMT) and brief the Committee on issues affecting the room, security or assets. Advise the CMT of Committee feedback or action required arising from matters determined by the Committee which affect the management of the room.
- Act as the liaison point with Canberra Quilters' insurance agent should an incident affecting a possible injury to a member need to be reported to the insurer or Companion House.
- In liaison with the Treasurer, oversight Canberra Quilters' insurance requirements and seek review by the CMT as required (suggest every five years) to ensure the requirements are being met.

Thursday Evening Meetings:

1) Prior to evening meetings:

- Organise the guest speaker for the evening meeting.
- Provide the President with a short biography of the speaker so she can include them in her notes for the evening and give the speaker a proper introduction.
- Organise a small gift for the speaker, if required.



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2) Evening meetings:

- Set up the Thursday evening meeting
 - Arrive by 6.45 pm. Open the hall at 7 pm if there are not already other groups leaving the hall.
 - Take the speakers, lightpro, power cords and other equipment as required to the meeting hall. Set up the speakers, lectern, audio/visual equipment, and ensure that members are putting the chairs out correctly. Make sure the microphones have batteries, and they work.
 - If there is a special occasion i.e. demonstrations or stalls before or after the meeting, coordinate the setting up of tables with the guests/vendors. (The February meeting each year is teachers/sponsors – work with the Publicity Officer to invite sponsors well in advance).
- Welcome the guest speaker, tell them where they are in the evening's agenda, introduce them to the President, and settle them in their seat. Be the perfect host.
- Give the President the speaker's gift before the meeting starts. The President will present this to the speaker at the conclusion of their talk.
- Control the AV for the guest speaker. Ask someone to control the lights.
- Pack up everything and take back to the rooms.
- Lock up the hall when everyone has left. The President can help you with this (safety in numbers).

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.

Connecting Threads, CQ Website and Blog:

- Have a program of speakers for meetings covering several months in advance (allows for flexibility if speakers change).
- Notify the Newsletter Editor of the speakers for the coming 3 months in time for the newsletter deadlines. 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.
- Provide web page content for pages which are directly relevant to the position of Vice President.



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- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.

Volunteer roster coordinator:

Through the Cook Management Team:

- You will arrange the training by the Cook Management Team of appropriate Committee members and volunteers in the use of the rooms, include opening up and closing procedures and the volunteers, their responsibilities when on duty.
- You will ensure the volunteer list is kept up to date – with assistance from the Room Booking Coordinator.

Security:

- You will be an emergency contact point should there be security issues in the room outside of normal opening hours.
- You will maintain the Key Register for keys to the building and/or room which are permanently issued to Committee or other members.

Other duties:

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the information bulletin.
- If members voice concerns, suggestions or compliments to you, 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.
- Remember – this duty statement is not a stagnant document. Update it often.