

BTQG

CEO JOB DESCRIPTION

The CEO shall preside at the Annual Meeting of the Guild, all general or special meetings of the combined Guild, and at the meetings of the Board of Directors. The CEO shall appoint chairpersons of standing committees, except Special Programs as that is assigned to Vice CEO, and shall appoint all members of ad hoc committees.

The CEO shall be a signatory on the Guild bank accounts and shall be authorized to collect funds and pay bills in the absence of the treasurer. The CEO and/or treasurer should regularly access the guild post office box.

The Board of Directors shall meet in the evening on the second Monday of the month at least bimonthly. The location and meeting time (usually 7:00 until 8:30) should be convenient to as many Board members as possible. Meetings can be held through Zoom or held in a Board member's home or at a no-cost public location, such as a meeting room at DBRL. To reserve a DBRL meeting room, call the Administrative Office two months in advance: For example, call the first few days of July to reserve a room for September. Call as early in the month as possible to help assure that a room is still available and be sure to mention the meeting is for the Board of Directors.

You will be referring to the By-Laws and Policies regularly to assure that these rules and guidelines are followed in Board actions and in various timelines for the year. Staying familiar with Robert's Rules of Order will help you conduct good meetings and maintain confidence in your ability to lead. Refer to Roberts' Rules of Order in setting up an agenda for each Board meeting. Meetings typically follow this pattern: Call to order; approve minutes and treasurer report; officer and committee reports; old business; new business; and any general announcements or reminders. Secretary minutes and Treasurer's reports should be submitted through e-mail for review by all Board members prior to the meeting. Other members who are unable to attend may also submit their reports by e-mail for review by the Board.

Not all Board decisions involve formal votes. Expenditures of money and changes to Policy do involve formal motions, seconds, discussion, and voting; and, if passed, these items should be reported in the next Newsletter by the CEO, Secretary, or Treasurer (see By-Laws).

The CEO chairs the Annual Meeting. The Annual Meeting is for approval of the next year's guild budget, election of officers, and any other general business of the membership. If By Law changes are proposed, these are discussed and voted on during either the Annual Meeting or during a special meeting arranged earlier in the fiscal year. If a special meeting is needed, such as for By-Law changes or other decisions needing approval by general membership, the CEO secures a meeting place and presides. To allow as many guild members to attend as possible, special meetings are to be scheduled on a Saturday.

Give a verbal explanation of some Board items at chapter meetings if the subject might be deemed controversial or confusing by some members. Attend as many chapter meetings as possible. Write a CEO column for most newsletters, including major Board actions or encouragement to attend coming events or soliciting information and ideas from general membership to take back to the Board.

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Special things during a guild year that need to be handled either by the CEO or by another appropriate Board member or by the Board as a whole:

- June
 - Soon after election at the Annual Meeting, call DBRL to secure a meeting room for the July and August Board meetings. The past CEO might have already reserved a room for July for you.
- July
 - Heartland annual guild fee of \$20 is due; see BTQG PO Box for bill or print a renewal form from www.heartlandquiltnetwork.com and put your name and email on the membership form as the contact person.
 - American Quilt Study Group annual guild fee of \$120 is due in either July or August.
 - Remind Program Chairs that calendar of programs for the year are due mid-August or September for publishing in the Membership Directory and Handbook. Consider scheduling a meeting as early in July as possible for the CEO, Vice CEO, both chapter presidents, and both program chairpersons to bring ideas and begin to build both programs for the year during this meeting. This may conserve time, avoid duplication of program topics, and give the Vice CEO ideas for a possible guild special speaker.
- August
 - Go to DBRL Administrative office, located on 2nd floor, and sign a simple contract if you will be reserving meeting rooms in the library for Board meetings. At this time, confirm a room for the 2nd Monday evenings in September and October. In recent years, DBRL has had no rooms available these 2 months. If this is the case for your year, then secure a meeting room for both months elsewhere. NOTE: Guild member Alice Leeper has been very accommodating in letting us use RE/MAX Boone Realty.
 - Annual fee of \$10 for State of Missouri nonprofit/tax exempt status is due. Bettina does this and will submit a reimbursement request. Contact the State of Missouri to pay this if Bettina has not done that step for the guild.
- September
 - Consider an adhoc committee to secure a location and suggested date for an every-other-year quilt show if a committee has not already done this.
 - Check that Past CEO has begun plans for the Annual meeting location and program/activities.
- October
 - Board consider sending questionnaire to non-renewing members & use their responses in plans to retain more members.
- February
 - Forward the emailed Heartland newsletter to Board members; encourage them to attend the Heartland's April meeting.
 - Plan carefully NOW for completion of committees so you also meet deadlines for newsletters and year-end obligations on such things as any By-Law or Policy changes, nominations committee for next year's officers, budget committee, audit committee, Annual Meeting plans, membership renewal forms.
- March
 - Appoint the Nominating committee. The committee shall consist of at least one member of the Board of directors and three members at large. A slate is to be presented no later than the May meetings and published in the June newsletter.

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- Begin work on next year's budget. The Budget committee is made up of the treasurer, CEO, and chapter presidents. The budget is to be presented at the May Board of Directors meeting and published in the June newsletter.
- Ask Board members to submit by email to you any changes/updates for their office or committee descriptions (stored on BTQG web site). Proof these for reasonable thoroughness then forward to the Webmaster to post on the guild web site. Copy the appropriate Board member to that email so that they have a copy to give to the next person who will have their Board position.
- April/May
 - Appoint an Audit committee that is chaired by the Past CEO
- June
 - Preside at Annual Meeting
 - Invite new Board officers (and any chairs that the new CEO has already secured) to the Board meeting. This meeting should be in person to allow time for new officers and chairs to meet with their predecessor for questions. A paper copy of their expanded duties, and any forms or papers or notebooks that will be helpful to them in their Board position should be turned over at this time.
 - MOKA typically meets in June and moves the location from city to city. A recent contact person is Nancy Wakefield of Platte City, MO; nancywake65@hotmail.com if an invitation does not come to the guild's P.O. Box. Any guild member may attend.

Submitted by Sharon Lawler, CEO 2013-2014

Updated by Martha Eberhard, CEO 2014-2015

Updated by Robin Heider, CEO 2023