

PAST CEO JOB DESCRIPTION

The Past CEO should plan to attend as many board meetings as possible. This provides continuity for the new Board and gets plans for the annual meeting set early in the fiscal year.

The Past CEO is responsible for planning the annual meeting that is held on the first available Saturday in June. A line item in the annual budget is labeled "Annual Meeting" and expenses for speaker, mileage, etc. should stay within this budget. It might be wise to have annual meeting speaker, meeting location and all related expenses roughed out while you are still the CEO and before the budget is passed at that year's annual meeting. You might want to include general membership in this planning.

See IRS.com for the allowed mileage reimbursement chart, and use that IRS rate to figure and post round trip mileage reimbursement on the speaker's contract, if a special speaker is secured for the annual meeting. Ask the former Past CEO or a program chairperson to send you a BTQG contract form as an email attachment, complete it as a word document, sign it, and mail 2 copies of it to the speaker for the speaker to sign one copy and return it to you in an enclosed and stamped envelope.

Costs of a motel room and meals for the speaker are part of the budget allotment for the annual meeting. The Past CEO makes the motel room reservation for the annual meeting speaker. LaQuinta is the motel BTQG currently uses because they "direct-bill" to the BTQG PO Box. Speakers can stay in the home of a willing guild member if that is agreeable with the guest speaker.

Keep a BTQG tax-exempt form with you to show to restaurants to have the tax removed from the speaker's meal, pay for the speaker's meal, and give the receipt to the treasurer with the appropriate BTQG form for your reimbursement.

A few weeks ahead of the annual meeting, contact the speaker with (1) address for the motel, (2) address for the annual meeting location, and (3) a short list of medium-priced nearby restaurants for a Friday evening meal with a few guild members. Offer to come to the motel on Saturday morning to help the speaker load their car and check out of the motel and follow you to the annual meeting site.

The Past CEO may organize a committee to assist with annual meeting plans. Members are not charged to attend the annual meeting. If a meal is provided, however, those who choose to eat should be charged the cost of the meal. If an event such as a special workshop is planned after the annual meeting, then a fee may be charged to those who wish to stay after the business meeting and attend that workshop.

The Past CEO is the chairperson of the audit committee. By May each year, the CEO appoints an audit committee to look for any irregularities in the current fiscal year's financial records. The audit must be completed before July 1st and a written report submitted to the new CEO before July's Board meeting.

Submitted by Dennis Smith, Past CEO 2013-2014

Updated by Sharon Lawler, Past CEO 2014-2015

Reviewed by Judi Kirkpatrick, Past CEO 2022-2023