

JOB DESCRIPTION FOR VICE CEO

As per By-Laws: The Vice CEO shall perform the duties of the CEO either in the absence of the CEO or at the request of the CEO. The Vice CEO shall also serve as chairperson of the Special Programs and interest group calendar coordinator. Vice CEO shall attend Board of Director meetings and chapter meetings.

As per Policies: The Vice CEO shall serve as Special Programs Chairperson and may contract with special speakers, while in office, for dates effective up to 24 months following the Vice CEO's term of office. A special workshop and/or special speaker are at the discretion of the Board of Directors and not an annual requirement. A Special Program is usually scheduled for the fiscal year that does not have a quilt show. The Vice CEO shall propose and coordinate guest speakers and special workshops for the general membership, including arrangements for receptions and accommodations for guest speakers. Special programs should be scheduled at times other than regular Chapter meeting dates and times. The Vice CEO who contracts with the speaker shall be responsible for completing the arrangements through the final appearance of the speaker.

The Vice CEO explores information about quilters who are nationally known, suggested by members of the guild, or suggested by members of the Board. Members might suggest speakers and the membership may be asked for input. The Internet is a great source of information in finding speakers. The www.HeartlandQuiltNetwork.com is a possible tool since provides information on speakers who are members of HQN. Try to stay within the budgeted amount for Special Speakers. Set the workshop fee per participant to be attractive to membership but also enough to cover the presenter's fees without the class being full. Workshop registration fees must be approved by the Board. When a speaker is selected and the Board has approved the budget expenditure, the Vice CEO shall contract with that speaker, using the BTQG speaker contract. When choosing a date for the special speaker, try to avoid other scheduled guild events. If agreeable with the speaker, ask a guild member to host the speaker in her home with a private bathroom close to the guest bedroom. If speaker prefers a hotel, make a reservation at the guild's preferred hotel, La Quinta Inn. A speaker may make their personal travel or flight reservations for review and approval of the Vice CEO. A copy of the BTQG contract is in the folder of information given to you by the previous Vice CEO. A copy of the contract should be given to the treasurer. A blank copy may be sent electronically to the Vice CEO by the previous Vice CEO.

The Vice CEO should become familiar with Policies for special workshops and speakers (Section 9) as applied to reimbursement for speakers and procedures for workshop registration.

Ask the treasurer to write a check for speaker fees and a separate check for expenses including mileage or flight reimbursement so that these are ready to give the instructor on the day of the last workshop or lecture. Put the check(s) in an envelope for presentation to the speaker. All expenses must be accompanied by a check request and have proper invoices.

Three months before the workshop begin advertising the speaker and workshop with information at Chapter meetings and in the newsletter. The newsletter preceding the workshop by two months should contain the registration form and an additional reminder announcement the month before the workshop.

The Vice CEO is also responsible for maintaining the calendar for the monthly Newsletter and updating monthly to show meeting dates and locations for the upcoming chapter meetings, Day Chapter sit 'n sew, and interest groups' meetings. The Vice CEO is responsible for reminding the contact person for each of the Interest Groups and the Chapter Presidents to send any changes in location, etc. a few days ahead of the deadline date for each month's Newsletter. The method of relaying the calendar to the newsletter editor should be arranged between them.

Submitted by Bettina Havig,

Vice CEO 2014-15

Revised by Robin Heider

Vice- CEO 2022-23