

Past CEO Job Description

The immediate 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 immediate Past CEO is responsible for planning the Guild Annual Meeting, to be held on the first available Saturday in June. The Past CEO may organize a committee to assist with this planning. A budget amount is allocated for the Annual Meeting. If a special speaker is secured for the Annual Meeting, a BTQG Speaker's Contract should be signed. Costs of a motel and meals for the speaker are part of the budget allotment for the Annual Meeting. 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 provided during the Annual Meeting day, a fee may be charged to those who wish to attend that workshop.

The CEO appoints an audit committee for the treasury by May or June each year. The immediate Past CEO is the chairperson of this audit committee. The audit must be completed before July 1st.

Submitted by Dennis Smith,
Past CEO 2013-2014