

These are brief job descriptions. We have a 2012 document that has much fuller descriptions of each of the jobs. It is available as a [Doc](#) file and as a [PDF](#) file. However, the **Membership Job Description** was updated in July, 2014 in a new [Docx](#) file and as a [PDF](#) file.

### **PRESIDENT**

Oversee all activities of the Guild.

Preside at monthly general meetings and chair Board meetings.

### **IMMEDIATE PAST PRESIDENT**

Provide advice and guidance to the Executive Board.

Serve as chair of the Nominating Committee.

### **VICE-PRESIDENT**

Coordinate volunteer opportunities.

Update the list of volunteer opportunities monthly and submit to the newsletter editor by the appropriate deadline.

Announce volunteer opportunities at the monthly meetings.

Maintain the record book of volunteer activities completed by members of the guild.

Inform membership of special awards and honors that members of the guild have received.

### **SECRETARY/HISTORIAN**

Take minutes for all general and board meetings; send copies of minutes within one week of meetings to appropriate individuals.

Take minutes at any committee meeting that may require your services, distribute minutes.

Send any correspondence that is required/requested

Keep and assemble the current CHH Scrapbook. Old/full copies are kept in the Library. Take the scrapbook to meetings periodically.

### **TREASURER**

Maintain Guild's 2 checking accounts; make deposits, reconcile bank statements.

Report Guild's financial position to membership via newsletter.

Present detailed financial information at Board meetings.

Manage Guild's funds through investments.

### **PROGRAM CHAIRMAN**

Arrange programs/guest speakers for monthly meetings.

Coordinate equipment/accommodations for speakers.

### **LIBRARIAN**

Maintain the Guild's Library collection; house the collection in your home, approximately 700 books, and magazines.

Purchase and process new acquisitions.

Process member's requests for books.

Submit library information monthly to newsletter editor.

Send magazines for binding every two years.

### **ANNUAL SALE CHAIRMAN/CO-CHAIRS**

Plan and coordinate the annual sale; acquire the site, set dates, make and distribute invitations, make forms, collect monies, set up and take down sale, check in merchandise, solicit volunteers to work sale, summarize sale proceeds, report to board and membership, communicate sale information.

### **WORKSHOP CHAIRMAN**

Coordinate the annual schedule of workshops, contact and acquire instructors, advertise to the membership and public, acquire the site, set up, take down, collect monies, maintain the Workshop bank register.

### **NEWSLETTER EDITOR**

Collect articles, announcements and advertisements from membership.

Format, edit and organize the information in newsletter form, process for duplicating by printer, 10 publications a year, 1 summer optional issue.

Coordinate distribution of newsletter to members by the first week of the publication month.

#### **REFRESHMENT CHAIRMAN**

Coordinate refreshments for the monthly membership meeting, members contribute throughout the year based on an alphabetical listing (in Handbook and usually in Newsletter.)

Chairman provides coffee, tea and paper products, set up prior to the start of the meeting, clean up after meeting.

#### **CANDLELIGHT CHAIRMAN**

Coordinate the Guild's participation in the Heritage Society's December Candlelight Tours; solicit membership participation.

#### **EQUIPMENT CHAIRMAN**

Responsible for coordinating the renting of Guild equipment to Guild members.

Oversee the Guild's storage program.

Maintain the Guild's equipment in good working order; initiate repairs as needed.

#### **WEBWEAVER**

Maintain website.

Reply to incoming website emails or forward to appropriate party.

Maintain domain name registration.

Maintain web host contract.

Complete job description available as a [doc](#) or as a [pdf](#) file.

Note: All Officers and Chairmen are expected to attend board meetings - four meetings annually.