



RUG BRAIDERS INTERNATIONAL

DUTIES & PROCEDURES

I. Duties of Officers

A. President

1. Term of Office: two (2) years

Installation: even-numbered years, or as needed

Consecutive terms: May serve two (2) consecutive terms

2. Duties and Responsibilities of President

The President shall:

- a. Preside at all general meetings of the organization and at all meetings of the Executive Board. Roberts Rules of Order may be used as a Guide.
- b. Be the Chief Administrative Officer of the organization.
- c. Serve as the Executive Officer on all committees, both standing and special, or appoint a representative.
- d. Be the spokesperson for the Guild
- e. Appoint Special Event Coordinators as needed for special events proposed, such as exhibits.
- f. Appoint a Nominating Committee consisting of a Chairperson and two members that shall submit a slate of officers to members at the May meeting.
- g. Coordinate with the Treasurer to identify a tax preparer.
- h. Two non-board members shall either volunteer in June or be appointed by the President to audit the treasurer's records for the past year.
- i. The report from the auditors is due at the September meeting for review by the membership.
- j. Submit a budget request for the coming year to the Vice President by May 1.

B. Vice-President

1. Term of Office: two (2) years

Installation: odd-numbered years, or as needed

Consecutive terms: May serve three (3) consecutive terms

2. Duties and Responsibilities of Vice-President

The Vice-President shall:

- a. Perform the duties of the President in her absence.
- b. Be responsible for reserving the meeting place and setting dates for monthly meetings of members.

- c. Be responsible for budget projection, evaluation and presentation to Executive Board and Membership.
- d. Coordinate with the Treasurer to purchase insurance covering officers, meetings, workshops, conferences, retreats, exhibits, and other events deemed worthy of insuring by the Executive Board.

C. Secretary

1. Term of Office: two (2) years
Installation: even-numbered years, or as needed
Consecutive terms: May serve three (3) consecutive terms
2. Duties and Responsibilities of Secretary
The Secretary shall:
 - a. Record the minutes of all meetings.
 - b. Minutes for Executive Board and General Board meetings shall be distributed to the Executive Board within two weeks.
 - c. Handle all correspondence.
 - d. Maintain copies of all newsletter, meeting minutes and organization's records.
 - f. Submit a budget request for the coming year to the Vice President by May 1.

D. Treasurer

1. Term of Office: two (2) years
Installation: odd-numbered years, or as needed
Consecutive terms: May serve unlimited consecutive terms
2. Duties and Responsibilities of Treasurer
The Treasurer shall:
 - a. Collect and disburse all funds of the organization
 - b. Present a financial report at each meeting of the Executive Board, and at the September and June General Meetings.
 - c. Be authorized to sign checks of the organization
 - d. Provide records to the Auditors for a yearly financial audit in a timely fashion
 - e. Coordinate with the President to identify a tax preparer
 - f. Provide records to the tax preparer
 - g. Provide bank statements on request to the Executive Board.
 - h. Coordinate with the Vice President to purchase insurance covering meetings, workshops, conferences, retreats, exhibits, and other events deemed worthy of insuring by the Executive Board.
 - i. Submit a budget request for the coming year to the Vice President by May 1

II. Nomination and Election of Officers

The Nominating Committee shall present a slate of nominees for offices up for election to membership at the April meeting.

Other nominations can be taken from the floor at the April meeting and also prior to voting at the May meeting.

The slate of officers shall be voted on and installed at the May meeting.

Transition from old to new will occur during the month of June.

III. Committees

The Chairpersons of all committees are appointed by the Executive Board. The Executive Board may create additional committees as needed, such as finance, fundraising, archives, etc. A Committee Chairperson may call meetings as needed regarding the committee's business. When requested by the Guild President, a Committee Chairperson will report on Committee activities to the Executive Board or the General Membership.

Committee Chairs may serve for two years and may serve consecutive terms.

Chairpersons serve on the General Board and include:

1. Program Committee Chairperson
2. Education Committee Chairperson
3. Membership Committee Chairperson
4. Fundraising/Scholarship Committee Chairperson
5. January Retreat Committee Chairperson(s)
6. Spring Braid Conference Committee Chairperson(s)
7. Media Committee Chairperson
8. Nominating Committee Chairperson

Program Committee shall:

1. Plan the monthly meeting's agenda, including any workshops or speakers
2. Perform set-up and clean up for meetings
3. Plan any Summer Programs, visits to museums, or visits to exhibits
4. Seek out exhibit opportunities for members
5. Submit a budget request for the coming year to the Vice President by May 1

Education Committee shall:

1. Work to educate new members in the skills of braiding
2. Work to educate existing members how to teach rug braiding
3. Create "Beginner Kits" including basic braiding supplies and wool fabric to donate to beginners
4. Solicit potential classes from braiding instructors and instructors in related crafts for the Conference
6. Help recruit a Speaker for the Saturday evening program at the Conference
7. Coordinate with the Spring Conference Committee to select the classes and assign rooms
8. Create an evaluation form for classes, and review and give feedback to teachers
9. Assure the continuance of Rug Challenges, the topics of which are voted on at the Spring Braid Conference
10. Assist new teachers with their needs in scheduling and teaching community classes in Beginner Classes in Rug Braiding – such as creating handouts and making beginner kits
11. Submit a budget request for the coming year to the Vice President by May 1

Membership Committee shall:

1. Keep monthly attendance records
2. Compile a membership list for publication in October with updates as needed
3. Greet new members and supply them with a membership list
4. Submit a budget request for the coming year to the Vice President by May 1

January Retreat Committee shall:

1. Coordinate with the Website Chair to create an online registration and payment form
2. Coordinate with the Retreat site to arrange lodging, food, and assign classrooms if needed
3. Recruit name-badge makers as needed
4. Coordinate with the Charity Chair regarding any group rug projects at the Retreat
5. Email directions to the site and any additional instructions to attendees one week prior to the event
6. Distribute name badge and information packets to attendees as they arrive
7. Recruit assistance for set-up and clean-up
8. Conduct a survey at the end of the conference to acquire constructive criticism for improvement next year. Results of the survey should be presented at the February meeting.
9. Submit a budget request for the coming year to the Vice President by May 1

Conference Committee shall:

1. Coordinate with the Website Chair to create an online registration and payment form
2. Coordinate with the Conference site to arrange lodging, menu, and select classrooms if needed
3. Coordinate with the Education Chair to select the classes and assign rooms
4. Recruit name-badge makers as needed
5. Coordinate with the Charity Chair regarding any group rug projects at the Conference
6. Email directions to the site and any additional instructions to attendees one week prior to the event
7. Distribute name badge and information packets to attendees as they arrive
8. Recruit assistance for set-up and clean-up
9. Solicit applications for a scholarship recipient for the General Fees of the conference, and present these applications to the Executive Board to be voted on privately.
10. Help recruit a Speaker for the Saturday evening program at the Conference
11. Assign “helpers” to the Speaker; they will greet the Speaker, assist her with bringing in any luggage and display pieces or equipment for her talk, eat dinner with her, and show her how to use the audiovisual equipment.
12. Conduct a survey at the end of the conference to acquire constructive criticism for improvement next year. Results of the survey should be presented at the following General Membership meeting.
13. Submit a budget request for the coming year to the Vice President by May 1

Fundraising/Scholarship Committee Chairperson shall:

1. Coordinate charity rug projects for:
 - a. sale or auction, to raise funds
 - b. to donate to deserving institutions or individuals
2. Submit a budget request for the coming year to the Vice President by May 1

Media Committee Chairperson shall:

1. Be in charge of the content, design, publishing and distribution of an organization newsletter, posted on the website, which includes drafts of meeting minutes, upcoming events, and information concerning any votes for the following meeting.
2. Maintain Guild website (VFRBG.com)
3. Post Current Events/Calendar
4. Post items from General Board members including the newsletter
5. Share knowledge of website functionality with two other members of the Guild
6. Provide user ID and password(s) to Executive Board
7. Submit a budget request for the coming year to the Vice President by May 1

Nominating Committee Chairperson shall:

1. Be appointed by the President in February
2. The slate of officers in even numbered years will consist of nominees for the President and Secretary
3. In odd numbered years, the Nominating Committee will submit a slate of officers for the position of Vice President and, if needed, for a new Treasurer
4. The slate of nominees shall be presented to membership at the April meeting
5. Other nominations can be taken from the floor at the April meeting and prior to voting at the May meeting
6. The slate of officers shall be voted on and installed at the May meeting
7. Transition from old to new will occur during the month of June

(The next section added on May 3, 2021 by the Executive Board):

Finance Committee shall:

1. Serve as an advisory committee to the Executive Board.
2. Consist of at least 3 people:
 - a. Chairperson appointed by the President
 - b. A member of the Executive Board, preferably the Treasurer
 - c. At least one additional volunteer member who is neither an Executive Board Member nor a Committee Chair.
3. Volunteers should have the ability to understand financial statements, work cooperatively with other committee members, and present financial information clearly and concisely.
4. The Finance Committee will meet a minimum of 2 times a year prior to Executive Board Meetings, and additional times as requested by the Executive Board.
5. Offer fiscal guidance to the Executive Board including drafting policies, accounting software options, changes to tax law or legal requirements that may affect the guild.
6. Provide support to the Treasurer in the timely completion of Federal and State income tax returns and 1099 forms.
7. Assign two Finance Committee members to meet quarterly with the Treasurer to review income, expenses, bank statements, and budget variances.
8. Develop and internal audit program and complete an internal audit by two FC members at the end of each fiscal year.
9. Reviewing, analyzing, and recommending the annual budget as presented by the Vice President.
10. Offering insight into the implementation and maintenance of appropriate risk management measures such as insurance coverage, document retention schedule, and internal controls.

Amended and approved by the Executive Board on May 3, 2021.

Initially approved by Executive Board on June 20, 2020.