



# WEG EXECUTIVE JOB DESCRIPTIONS

Revised February, 2019

## OFFICERS:

### PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, PAST PRESIDENT

Two-Year Terms by election or acclamation

#### President

1. Ensures that WEG adheres to EAC *By-Laws*:
  - a) Files a copy of Chapter *Constitution/By-Laws* and any amendments with the EAC President.
  - b) Reports to the Regional Director annually on the Chapter's activities. (Report may be made available at EAC Regional meetings).
  - c) Ensures that WEG is represented positively and effectively with EAC and the Prairie Pacific Group (PPG).
    - i. Attends Regional Meetings (in person or on-line) or arranges for a designate to attend.
    - ii. Brings forward any concerns from WEG, as appropriate.
    - iii. Actively participates in any discussions with EAC and the PPG, both at meetings and via e-mail.
  
2. Ensures that WEG's business is conducted efficiently and in a manner that respects the *By-Laws* and the needs of the membership.
  - a) Determines the dates for and chairs the monthly WEG Executive Committee meetings.
    - i. Compiles and distributes Agendas before the meeting. Proofs meeting Minutes and includes in Agenda.
    - ii. Ensures the meeting is run as efficiently as possible, being respectful of the members.
    - iii. Brings forward issues from the membership, EAC, and the PPG for discussion and action, as appropriate.
    - iv. Ensures that any special activities for the WEG are arranged (e.g., monthly meeting projects, Summer Challenge).
    - v. In the absence of a Secretary, records Minutes.
  - b) Chairs the monthly WEG annual and general meetings.
    - i. In consultation with the Executive, sets meeting dates and location for the year.
    - ii. Compiles and distributes Agendas before each meeting, including written committee reports and notices from EAC of interest to membership. Proofs meeting Minutes and includes in Agenda.
    - iii. Ensures the meeting is run as efficiently as possible, being respectful of the membership.
    - iv. Ensures that all issues and questions that arise are answered or referred to the Executive or EAC, as appropriate.
    - v. Keeps the meeting on track so that all scheduled activities can take place.
    - vi. Introduces guest speakers.
    - vii. Ensures that any special equipment required for a meeting has been arranged.
    - viii. Ensures that any special activities (e.g., Members' Show, monthly meeting projects, Summer Challenge, etc.) are advertised in advance and that time and space are available so that they can take place.
    - ix. Brings forward issues from the membership, EAC, and the PPG for discussion and action as appropriate.
    - x. Ensures the meeting venue is open at least 30 minutes before the start time and that the room is set up. Ensures the venue is returned to its original state after the meeting and that the building is locked.
    - xi. Liaises with meeting venue owners if there are issues with the space.
  
3. Consults with the Executive outside of meetings as required to address urgent issues.

4. Consults with the Executive regarding the annual programming of the general meetings and annual Summer Challenge.
5. Has signing authority for all accounts and the safety deposit box.
6. Keeps accurate records of the meetings and any other issues that arise for at least four years. Each year, sorts through the records of the oldest year and transfers any important and unique information to the WEG archives, as appropriate.
7. Troubleshoots or ensures solutions for any problems that arise.
8. Liaises with other organizations to promote WEG and its activities in a positive way.
9. Encourages the active participation of the membership in both WEG and EAC as a whole.
10. Supports the WEG Executive in accomplishing its duties and responsibilities.
11. Updates the WEG Google Calendar (which appears on the WEG Website) as necessary.
12. Electronically maintains and updates the Guild Manual with current versions of WEG materials as this is the central registry for all of WEG's documents.
13. Prepares annual budget for the President's Discretionary Fund for approval by the Executive.
14. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
15. Votes on motions only in the event of a tie.

– Linda Lassman/Patty Hawkins

### **Vice-President**

1. Assists President as needed/requested.
2. Fills in for President when President is absent.
3. Consults with President to assist in the running of WEG
4. Has signing authority for all accounts and the safety deposit box.
5. Observes/trains in preparation for future role as President.
6. Takes Minutes at General meetings when no Secretary is present.
7. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
8. Has the right to speak at meetings, make and second motions, and vote.

– Helen Bartel

**Secretary**

1. Assists the President at Executive and General meetings.
2. Responsible for recording the Minutes of Executive and General meetings. As the Minutes form the official record of the Guild, they must be legible and precise. Items in the Minutes should correspond exactly with those listed in the Agenda.
3. Completes Minutes as soon as possible after each meeting and provides them to the President for proof-reading prior to distribution.
4. Briefly and concisely describes items on the Agenda in the Minutes. If a complete report is required, a copy should be attached to the back of the Minutes.
5. Reads communications to the members if requested of the President.
6. Conducts official correspondence for the Chapter in consultation with the President.
7. Keeps both a physical (paper) and electronic record of all the Minutes of both the Executive and General meetings.
8. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
9. Has the right to speak at meetings, make and second motions, and vote.

**Minimum Requirement for Minutes:**

- Type of meeting: Executive, General, AGM, or Special.
- Name of organization, date, and location of meeting.
- For Executive meetings: the names of those present.
- For AGM, General, and Special Meetings: Only record the number of members present as reported by Membership Chair.
- Mover and Seconder of all Motions, and the result (Carried/Defeated). If a recorded vote is called for, also state the number of votes for and against.
- Approval of previous meeting's Minutes.
- Brief record of discussions, reports, and actions taken.
- Program highlights, if any.
- Adjournment time.

– Helen Bartel/Patty Hawkins

**Treasurer**

1. Receives all monies collected by the Guild and makes deposits to the Guild's financial institution.
2. Keeps accounts of all receipts and disbursements.
3. Issues cheques for all expenditures.
4. Ensures GICs and other investments are rolled over and/or cashed in in a timely fashion and according to the direction of the Executive.
5. Regularly reports on financial situation to the Executive and at monthly Guild meetings.
6. Prepares an annual financial statement to be presented to the Guild membership and forwarded to EAC.
7. Compiles budget requests presented by committee Chairs and approved by the Executive for presentation to the General membership.
8. Has signing authority for all accounts and the safety deposit box.
9. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
10. Has the right to speak at meetings, make and second motions, and vote.

– Lynne Jentsch

**Past President**

1. Chairs Nominating Committee. Responsible for:
  - a) Following *By-Laws* to ensure process compliance
  - b) Making sure nomination process starts on time
  - c) Canvassing members to fill vacancies as appropriate
  - d) Preparing Slate of Nominations for: approval by the Executive in April; notice of motion at the May General meeting; and for vote at the June General meeting
2. Assists President and Vice-President as requested.
3. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
4. Has the right to speak at meetings, make and second motions, and vote.

– Patty Hawkins

**STANDING COMMITTEES:  
 ARCHIVIST, LIBRARIAN, MEMBERSHIP CHAIR,  
 NEWSLETTER EDITOR/PHOTOGRAPHER, PROGRAMS AND WORKSHOPS,  
 PROMOTIONS AND DEMONSTRATIONS, SOCIAL MEDIA, WEBSITE**

Two-year terms subject to renewal by the Executive

**Archivist**

1. Maintains all official records of WEG, in paper or electronic form, including:
  - a) Minutes of Executive, AGM, General, and Special Meetings
  - b) Membership Lists
  - c) Annual Financial Statements
  - d) Historical Information
  - e) Records of Events
  - f) Other documents as deemed necessary
2. Prepares annual budget for approval by the Executive.
3. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
4. Has the right to speak at meetings, make and second motions, and vote.

– Patty Hawkins

**Librarian**

1. Maintains the Eleanor Thomas Library, including:
  - a) Ordering books as requested by the Executive or sourced by the Librarian or WEG members
  - b) Receiving books donated to WEG
  - c) Cataloguing books acquired by the Library
  - d) Maintaining a current list of Library books on the WEG Website
  - e) Housing contents of Library on appropriate shelving
  - f) Managing Library loans and returns to WEG members
  - g) Etc.
2. Prepares annual budget for approval by the Executive.
3. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
4. Has the right to speak at meetings, make and second motions, and vote.

– Patty Hawkins

## Membership Chair

1. Collects annual membership dues from members:
  - a) Commences at the September meeting
  - b) Submits total amount to Treasurer
  - c) Treasurer writes cheque for EAC's portion
  - d) Forwards EAC's portion to EAC Membership Chair
  
2. Maintains a current and up-to-date list of members including names, addresses, telephone numbers and/or e-mail contact information.
  - a) Ensures "Confidential" watermark appears on list with direction to members to destroy unused copies
  - b) Provides the current year's list to members by the December meeting
  - c) Updates members' information as needed and informs EAC Membership Chair of updates
  - d) Maintains a list of past members, with their permission
  - e) Maintains accurate records of *Privacy Policy* and *Photo Permission Policy*
  
3. Keeps a sign-in registry of members, new members joining, and guests attending monthly meetings.
  
4. Assembles and provides New Member Kits to new members with:
  - a) Welcome information on Winnipeg Embroiderers' Guild
  - b) History of EAC, information on the Guild's logo, banner, tartan, and Seminar
  - c) Current Membership list and Guild activities
  - d) Fabric, pattern, and thread for new member to make a name tag
  - e) Arranges for a Mentor for new members if requested
  
5. Forwards information to members via e-mail (using BCC) e.g., meeting Minutes and Agendas, notices, etc., as requested by the WEG President, Executive, and/or membership.
  
6. Purges files after four (4) years.
  
7. Holds a Members' Draw three times a year. Determines and purchases prizes (reimbursed).
  
8. Updates and maintains Show and Tell name-card file.
  
9. Prints out annual membership cards from EAC template.
  
10. Reports to Executive on:
  - a) Attendance at meetings
  - b) Number of guests and new members
  - c) Members not returning
  - d) Expenses
  
11. Tracks expenses, prepares budget, and reports to Executive at Budget meeting in June.
  
12. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
  
13. Has the right to speak at meetings, make and second motions, and vote.

– Gail Wence/Judy Boatman

### **Newsletter Editor/Photographer**

1. Produces four issues annually of *The Initial Stitch*, the quarterly newsletter of the Winnipeg Embroiderers' Guild (WEG). Suggested publication dates are: August, November, February, and May.
2. Solicits newsletter contributions for each issue from WEG members. Reports, articles, and photographs are acknowledged with contributing members' names.
3. Ensures all privacy concerns are met by withholding personal contact information in each issue.
4. Ensures all WEG members receive a copy of each issue of the newsletter in a timely fashion. The majority of copies are delivered electronically via e-mail. Hard copies are delivered by mail to members who do not have computer access. Costs of envelopes and postage stamps are paid for by the Editor who is reimbursed by WEG upon presentation of original receipts.
5. Ensures two hard copies of each issue of the newsletter are kept for the WEG Archives.
6. Ensures at least two hard copies of each issue of the newsletter are forwarded to the WEG Membership Chairperson. These copies are made available to new members and/or to interested visitors at monthly WEG meetings.
7. Ensures each issue of the newsletter is shared electronically with other EAC Guilds by forwarding a copy via e-mail to the current EAC Prairie Pacific representative. The Prairie Pacific rep in turn forwards *The Initial Stitch* to other guild editors for distribution to their membership as requested.
8. Acts as contact liaison between WEG and other EAC guilds when requests are made to reprint articles appearing in *The Initial Stitch*. Acknowledgement of original authorship and WEG affiliation must appear in any reprints.
9. Ensures each issue of the newsletter is produced in a fiscally responsible manner within the currently allocated WEG budget. The newsletter is printed in colour and double-sided. The Editor pays the printing and mailing costs and is reimbursed by WEG upon presentation of original receipts.
10. Prepares an annual budget for approval by the WEG Executive.
11. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting. This report should detail both the per issue and the annual total production and distribution costs reconciled against the allocated annual budget.
12. Has the right to speak at meetings, make and second motions, and vote.

### **As Photographer:**

13. Takes photographs at WEG General meetings and other WEG-sponsored events such as workshops, community stitching presentations, and displays. Photographs should include pertinent items such as Show and Tell displays, competition entries, award winners, guest speakers, workshops, presentations, general events, etc.
14. Invites members to contribute photos of interest.
15. Solicits assistance as needed to take photos in absence of photographer or at other WEG events such as workshops or community stitching presentations and displays.
16. When printing photos and wherever possible, provides detailed information with each photo such as event date and location, members' names and/or subject detail.
17. Ensures all privacy concerns are met by respecting a member's wish NOT to be photographed and/or withholding personal contact information relating to photographer subjects.

18. Provides a CD, DVD, or hard copy of pertinent photographs to the WEG Archives on an annual basis.

– Lorraine Iverach/Patty Hawkins

### **Programs and Workshops**

1. Organizes and coordinates programs for each WEG General meeting:
  - a) Works with committee and canvasses members for ideas of interest
  - b) Arranges for guest speakers, presentations, stitching projects, demonstrations, etc.
  - c) Establishes cost per person and collects money where necessary
  - d) Provides sign-up sheets at meetings as necessary
  - e) Prepares and provides supplies as required
  - f) Etc.
  
2. Organizes and coordinates a minimum of two workshops annually:
  - a) Works with committee and canvasses members for ideas of interest
  - b) Selects a variety of workshop types/stitching techniques so that all members will find something of interest
  - c) Promotes workshops to WEG members and provides sign-up sheets
  - d) Sources appropriately qualified instructors
  - e) Contracts instructors and communicates all details with the instructor
  - f) Arranges to receive kits and have students complete any pre-work
  - g) Arranges accommodation, meals, and airport pickup and delivery as necessary
  - h) Prepares a class list and appoints a member attending the workshop to take attendance and act as "host"
  - i) Arranges lunches and supper on the day(s) of the workshop as appropriate
  - j) Ensures instructor provides original invoice and receives payment at the end of the workshop
  - k) Etc.
  
3. Prepares an annual budget for approval by the WEG Executive.
  
4. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
  
5. Has the right to speak at meetings, make and second motions, and vote.

– Patty Hawkins



### **Promotions & Demonstrations**

1. Liaises with external organizations to participate in special events in order to show the public what WEG does and to encourage interested people to come to a meeting, with a view to joining.
2. Watches for opportunities to participate in events. Approaches public and private venues to see if they would be interested in having representatives of WEG come to their site to provide information, provide stitching samples, and/or conduct a stitching demo.
3. Visits the venue to determine where within the site would be appropriate for the demo to take place. Ensures that appropriate tables and chairs are available.
4. Ensures that signage within the venue is available and appropriately placed so that people can find the demo.
5. Ensures that someone arrives early to help with set-up and stays at the end to help with packing up.
6. Ensures that promotional materials (including the WEG Banner/Stand) are available and on site (e.g., bookmarks, EAC magnets, posters, WEG information cards, etc.).
7. Coordinates volunteer participation for demos. As much as possible, attends the demo.
8. Ensures that participants are notified of the times they are needed and that they have directions to the venue.
9. Ensures that participants are aware of any special circumstances regarding the venue (e.g., if they need to bring their own lighting or stands, parking restrictions, etc.).
10. Before a demo occurs and as appropriate, contacts television, radio, and print sources with information about the demo so that it can be advertised to the public.
11. Prepares an annual budget for approval by the WEG Executive.
12. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
13. Has the right to speak at meetings, make and second motions, and vote.

– Linda Lassman/Patty Hawkins

### **Social Media**

1. Maintains a WEG presence on social media such as Facebook and Twitter. Promotes WEG activities as appropriate.
2. Has the right to speak at meetings but cannot make or second motions or vote.

– Patty Hawkins

**Website**

1. Responsible for designing the WEG website.
2. With the help of an assistant, keeps the WEG website up-to-date.
3. Monitors communications received through the website; deals with them or forwards as appropriate.
4. Ensures that the bill from our web services provider is forwarded to the Treasurer for payment.
5. Prepares an annual budget for approval by the WEG Executive.
6. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
7. Has the right to speak at meetings but cannot make or second motions or vote.

– Patty Hawkins

## **AD HOC COMMITTEES:**

### **EDUCATION, GUILD MANUAL EDITOR, HERITAGE NEEDLEARTS SALE, LEONIDA LEATHERDALE CUSTODIAN, PHONING, RAFFLE, REFRESHMENTS**

Indefinite terms but subject to renewal by the Executive every two years

#### **Education**

1. Seeks out opportunities in schools and community organizations to teach children to young adults how to embroider.
2. Develops suitable patterns and instructional materials to provide to available students.
3. Prepares an annual budget for approval by the WEG Executive.
4. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
5. Has the right to speak at meetings but cannot make or second motions or vote.

– Angie Blahey

#### **Guild Manual Editor**

1. Updates electronic *WEG Guild Manual* with all matters approved by the Executive including By-Laws, Membership Information, Policies and Procedures, Templates, etc.
2. Provides up-to-date *WEG Guild Manual* to incoming Presidents.
3. Provides current documents to Executive/Members upon request.
4. Ensures current Policies and other documents are posted on the Members' Only section of the WEG Website.

– Patty Hawkins

#### **Heritage Needle Arts Sale**

Note: This committee exists as its own entity but is supported by WEG.

1. In early January books venue for Fall sale (currently St. Peter's Anglican Church Hall, 755 Elm Street at Grant).
2. Notifies Elizabeth Bonnett of date so she can order bookmarks and update posters. These are forwarded to committee chair no later than the end of June.
3. In Spring holds a Vendors' Meeting and invites any WEG members who would like to participate. Discusses previous sale, plans advertising, door prize, and gift tags for current sale.
4. June/Fall: provides bookmarks and posters (electronic and hard copy) to WEG members for appropriate distribution. Arranges advertising.
6. In early November pays for venue and obtains key.
7. The week prior to the sale, makes sure "The Square" is set up and functioning properly.
8. On day of sale brings supplies, unlocks doors, sets up cash table and door prize draw information. Places signs outside and posts any posters. (Vendors set up their own merchandise.) Oversees running of sale in conjunction with vendors.
9. At the end of sale, ensures clean-up and restoration of hall.

10. After sale, reconciles cash and credit payments. Determines amount each vendor sold and their profits. Instructs Treasurer to prepare cheques for vendors in appropriate amounts. Distributes cheques to vendors at next WEG meeting. Returns key to venue.
11. Prepares an annual budget for approval by the WEG Executive.
12. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
13. Has the right to speak at meetings but cannot make or second motions or vote.

– Lynne Jentsch

### **Leonida Leatherdale Award Custodian**

1. Ensures Leonida Leatherdale Award Policy is accurate and current. Works with the WEG Executive to update as necessary.
2. Works with the WEG Executive to establish what the Award consists of (i.e. a certificate and an appropriate physical prize).
3. Ensures that there is an Award available for presentation at Seminars as scheduled.
4. Keeps EAC notified as to when the Award will be presented (i.e. at which Seminars) and ensures that the Call for Entries is announced in a timely fashion.
5. Attends Seminar and, with the assistance of one other person appointed by the Executive, counts ballots to determine the Award winner. If not attending Seminar, notifies the WEG Executive which will select a designate(s).
6. Presents the Award at Seminar. If not attending Seminar, notifies the WEG Executive which will select a designate(s).
7. Following Seminar, ensures that Award winners who are not at Seminar receive their prizes.
8. Has the right to speak at meetings but cannot make or second motions or vote.

– Patty Hawkins

### **Phoning**

1. Upon receipt of any electronic communications from WEG, phones the several WEG members who do not have e-mail to keep them up-to-date with WEG activities.
2. Has the right to speak at meetings but cannot make or second motions or vote.

– Patty Hawkins

### **Raffle**

1. Accepts and sorts donations to WEG to determine what would be appropriate to redistribute as raffle prizes. Purchases additional items as necessary.
2. Makes up raffle prizes/"Star Prize" for each WEG General Meeting.
3. Ensures that a supply of tickets and a float are available at each General Meeting.
4. Sells raffle tickets at each General Meeting.
5. Facilitates the draws for winners.
6. Prepares an annual budget for approval by the WEG Executive.
7. Prepares a year-end report for approval by the Executive and presentation at the WEG Annual General Meeting.
8. Has the right to speak at meetings but cannot make or second motions or vote.

– Patty Hawkins

### **Refreshments**

1. Store and maintain bins (2) of supplies.
2. Request volunteers to bring baking and keep list. A few days before meeting send out reminder e-mail to those bringing baking.
3. On day of meeting buy milk and fruit.
4. At meeting set up refreshment table and make coffee and tea. At the end of the meeting, tidy up and take down the table.
5. Has the right to speak at meetings but cannot make or second motions or vote.

– Lynne Jentsch