CANADIAN EMBROIDERERS' GUILD GUELPH (CEGG)

Job Descriptions

All positions described include the responsibility to prepare and present a report of activities for the year at the Annual General Meeting (AGM)

PRESIDENT

Summary

This position presides over the meetings and business of the Guild, in accordance with the Constitution & By-laws. The President provides leadership and focus for the Guild.

Responsibilities

- Provides leadership to CEGG and to the Executive Committee
- Calls all Executive Meetings and prepares agendas with input from Executive
- Co-ordinates the activities of CEGG's Executive Committee
- Chairs all Executive Meetings and any general membership meetings
- Serves as spokesperson for the Executive to the General Membership of the CEGG
- Ensures that the Executive adheres to Constitution & By-laws
- Liaises with the landlord and the community at large
- Sets the CEGG's annual budget in consultation with the Treasurer and Vice-President
- Assists with Registration Day in the Fall in consultation with the Membership Co-ordinator and the Teaching Programme Co-ordinator
- Convenes the Annual General Meeting (AGM) in the Spring and reports to the Membership
- Acts as signing officer for the CEGG's bank account and other documents
- Acts as CEGG's liaison to the Ontario Network of Needleworkers (ONN)
    - Represents CEGG at ONN annual meeting or finds suitable substitute, recruits other delegates and registers all
    - Reports any significant events and happenings to ONN Line editor (e.g. workshops, speakers etc.)
    - Orders copies of ONN Line Newsletter - at least two copies- 1 for personal use and 1 for library for members
    - Reports any significant ONN items to CEGG membership
    - Prepares List of Classes etc. for inclusion on ONN Line
    - Prepares Annual Report for the ONN Line Spring Newsletter
- Sets dates for CEGG's activities for upcoming year starting in September, in May of each year, in consultation with the landlord.
- Prepares 'letter to members' for each newsletter
- Sends cards to members for special occasions, illness or bereavement on behalf of the guild or delegates this activity.

Authority

- Responsible for the effective governance of the Guild in accordance with the Constitution & By-laws
- Acts as Signing authority for CEGG

Time Commitment

- Two Year term renewable annually.
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare agendas for meetings

VICE-PRESIDENT

Summary

This position acts as President at meetings in the absence of the President

Responsibilities:

- Prepares to serve a future term as President by learning the duties of the role
- Remains informed on key issues in order to act as President in the absence of the President
- Attends Executive Meetings and the Annual General Meeting
- Acts as co-signing officer for CEGG's bank account and other documents
- Helps set the annual budget in consultation with the President and the Treasurer
- Assists in the co-ordination of CEGG Registration Day in September
- Assists in the welcome, orientation and name tag process for new members
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for effective governance of the Executive in accordance with the Constitution & By-laws
- Acts as a signing authority for CEGG

Time Commitment

- Two Year Term renewable annually.
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare in the absence of the President

TREASURER

Summary

This position is responsible for managing the finances and financial records of CEGG, in order to maintain the financial viability of Guild business in an accountable and prudent manner, in accordance with CEGG's Constitution & By-laws,

Responsibilities

- Administers CEGG Bank account, including maintaining signatory records
- Prepares/ records all cheques, reconciles bank account
- Keeps an accurate accounting of all revenue, receipts and disbursements
- Maintains a general ledger and prepares year end financial statements
- Prepares financial records for annual review by membership auditors, per Constitution & By-laws
- Acts as co-signing authority for CEGG for cheques
- Provides financial advice as required
- Prepares CEGG's annual budget in consultation with President and Vice-President
- In absence of Treasurer, ensures the co-signers of cheques have access to cheque book
- Attends Executive Meetings and Annual General Meeting(AGM)
- Prepares an Annual Financial Report on past year and an Annual Budget for the upcoming year and presented at the AGM
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of the CEGG and the Executive in accordance with the Constitution & By-laws by overseeing prudent management of funds
- Acts as signing authority for CEGG

Time Commitment

- Two years, renewable annually.
- Minimum of twelve (12) Guild Meetings and five(5) Executive Meetings
- Additional time to maintaining accounts, preparing and distributing financial reports

TEACHING PROGRAMME CO-ORDINATOR

Summary

This position is responsible for planning, organizing and managing the morning teaching classes of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities

- Arranges teachers for CEGG morning classes for two sessions (Fall and Winter)
- Submits all plans to the Executive for approval
- Prepares for each teacher, a contract verifying the dates, times, location and honorarium
- Prepares a list and description of all classes and forwards to Newsletter Editor and Webmaster for inclusion into the August newsletter and the website
- Arranges for the set up of tables, chairs signs and equipment required for each CEGG class day
- Distributes and collects CEGG class evaluations at the end of each session. Prepares an evaluation report and presents to Executive
- Distributes honorarium payments (cheques) to each teacher
- Assists President and Vice-President with the convening of Registration Day in September
- Arranges a display of class work at Annual Open House at the end of the class year
- Attends Executive Meetings and Annual General Meeting (AGM)
- Prepares an Annual Report on the Teaching Programme activities and presented at the Annual General Meeting (AGM)
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the teaching programme of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare for classes

AFTERNOON PROGRAMME CO-ORDINATOR

Summary

This position is responsible for planning, organizing and managing the afternoon programme of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities

- Arranges speakers, demonstrators and/or other activities for CEGG afternoon programme for two sessions (Fall and Winter)
- Submits all plans to the Executive for approval
- Prepares for each speaker, a contract verifying the dates, times, location and honorarium
- Arranges for the set up of tables, chairs and equipment required for each afternoon programme and take down, if required
- Distributes honorarium payment (cheque) to each speaker, if required
- Arranges for a thank you letter to be given to each speaker
- Prepares a calendar of programmes and forwards it to the newsletter Editor
- Works with Publicity Co-ordinator to publicize the afternoon programme
- Attends Executive Meetings and Annual General Meeting
- Prepares an Annual Report of Afternoon Programmes to be presented at the AGM
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the afternoon programme of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare for speakers etc.

WORKSHOP CO-ORDINATOR

Summary

This position is responsible for planning, organizing and managing the workshop programme of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities

- Arranges teachers and/or other activities for CEGG workshop programme for minimum of two workshops per year
- Submits all plans to the Executive for approval, before contract with instructor is signed
- Prepares for each teacher, a contract verifying the dates, times, location and payment
- Arranges for supplies, equipment, refreshments and if required, accommodation for the teacher
- Sets a budget for each workshop, outlining the location, rental and teaching fees and all other costs etc. and the cost to participant
- Collects workshop registrations and fees and creates a waiting list
- Arranges for the setup of tables, chairs and equipment required for each workshop and take down, if required
- Works with Publicity Co-ordinator, Newsletter Editor and Webmaster to publicize the workshop
- Arranges for and distributes payment (cheque) to teacher
- Arranges for a thank you letter to be given to teacher
- Attends Executive Meetings and Annual General Meeting (AGM)
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the workshop programme of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare for the organizing of the workshops

LIBRARY CO-ORDINATOR

Summary

This position is responsible for planning, organizing and managing the library programme of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities

- Smooth operation of the CEGG Library
- Submits all plans to the Executive for approval
- Keep the inventory current and useful, for all levels of skill and interest, by purchase and withdrawal of books and magazines for the Library following approval from Executive
- Catalogues all books and magazines for the Library
- Accepts and acknowledges donations of books
- Opens and closes Library for loans and returns on each Guild day
- Keeps track and retrieval of all borrowed books, by reminding borrowers about overdue items
- Checks that magazines are renewed and arrive regularly
- Keeps Library supplies and holdings up to date and in good repair
- Informs CEGG members of new book and magazine arrivals
- Keeps Library List Up to date and have a copy on display in the Library and website
- Takes an inventory annually after CEGG Annual General Meeting (AGM) and reports any losses to the Executive
- Attends Executive Meetings and AGM
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the Library programme of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare for the organizing of the Library

MEMBERSHIP CO-ORDINATOR

Summary

This position is responsible for organizing and managing the annual membership list of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities

- Keeps an up-to-date membership list
- Arranges the publication of the membership list to the membership for the November newsletter
- Organizes the snow list (Phone Tree) calling sheet from the membership list by November 30 each year
- Compiles a volunteer list from membership form given on registration Day
- Is a member, ex officio, of the Nominating Committee
- Attends Executive Meetings and Annual General Meeting
- Prepares a Report on Membership activities to be presented at the AGM
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the Membership List of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and six (6) Executive Meetings
- Additional time to prepare the membership list and updating it.
- Time to prepare the annual Snow List calling sheet

NEWSLETTER CO-ORDINATOR

Summary

This position is responsible for planning, organizing and managing the newsletter of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities

- Publishes and distributes the CEGG Newsletter **Guild Gleanings** three times a year (August, November, March)
- Collects and edits all articles and notices
- Organizes layout, formatting and distribution of newsletter
- Issues ad-hoc e-mails on behalf of Afternoon Programme Co-ordinator and President (and other committees if required).
- Coordinates with Executive team to publicize the programmes of CEGG
- Attends Executive Meetings and Annual General Meeting
- Prepares and Annual Report on Newsletter activities to be presented at the AGM
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the Newsletter of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare for the publishing and distribution of the Newsletter

OUTREACH CO-ORDINATOR

Summary

This position is responsible for planning, organizing and managing the Outreach Program of CEGG, in accordance with the CEGG Constitution & By-laws.

Responsibilities

- Establishes a schedule of Outreach Events for the Year to showcase the work of CEGG
- Sets up each event during the year according to the schedule, in cooperation with the Event coordinators re location, equipment and supplies
- Ensures there are sufficient volunteers to manage each event
- Liaises with the Web master and other co-ordinators, e.g. Publicity
- Provides evaluation of the Outreach activities to the Executive re the effectiveness of the Events
- Seeks new opportunities to present the work of CEGG to the Public
- Coordinates the “Holey” Card Programme of the Guild to have sufficient cards to sell at Outreach Events
- Attends Executive Meetings and Annual General Meeting(AGM)
- Prepares an Annual Report of the Outreach activities and presented at the AGM
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the Publicity of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to obtain information pamphlets to advertise the programmes of the Guild.

PUBLICITY CO-ORDINATOR

Summary

This position is responsible for planning, organizing and managing the publicity of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities

- Organizes external publicity for ALL CEGG events (Registration, Afternoon Programmes, Workshops, Displays, Open House, etc.) in co-operation with the other CEGG co-ordinators
- Prepares an Annual Brochure of CEGG programmes and services and important dates for Registration and Outreach events
- Prepares an annual list of Publicity locations and contacts for CEGG events and co-ordinates distribution of posters and handouts by guild members and self
- Submits all brochures and posters to Executive for approval
- Issues Press Notices and other publicity after approval by Executive
- Liaises with Webmaster, Facebook Manager on any publicity required
- Attends Executive Meetings and Annual General Meeting
- Adheres to CEGG Constitution and By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the Publicity of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare posters and other information pamphlets to advertise the programmes of the Guild, on-line and at various locations throughout the community

SOCIAL CO-ORDINATOR

Summary

This position is responsible for planning, organizing and managing all hospitality of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities

- Organizes all hospitality at regular meetings of CEGG
- Organizes the hospitality at the Annual General Meeting and the Annual Open House
- Attends Executive Meetings and Annual General Meeting
- Adheres to CEGG Constitution and By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the Publicity of CEGG and reporting to the Executive

Time Commitment

- Two years, renewable annually
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to purchase hospitality supplies and organize the scheduling for the Annual Open House

WEBMASTER

Summary

This position is responsible for maintaining our website and CEGG email address and any other internet presence we wish to have.

Responsibilities

- Maintains and updates our website www.cegguelph.ca.
- Maintains our Facebook page www.facebook.com/CanadianEmbroiderersGuildGuelph
- Arranges for the yearly fees for the website provider and domain name to be paid.
- Updates the information on the website in August and December and as needed. The site has a Welcome page, Classes page, News page and a Resources page with documents which are useful to members.
- Maintains our email address cegguelph@gmail.com. It is intended that this will be used as a forwarder address and the webmaster will set up the actual email address to which it is forwarded (often to the President).
- Coordinates with other Guild co-ordinators (e.g. Publicity, Outreach, Teaching and Afternoon Programme etc.) to promote the various activities and events where CEGG is involved.
- Attends Executive Meetings and the Annual General Meeting (AGM)
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of the Guild in accordance with the Constitution and By-laws

Time Commitment

- Two Year Term
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings
- Additional time to prepare and post items on the internet

ASSISTANT CO-ORDINATOR

Summary

This position is responsible for assisting in any of the coordinator positions of CEGG, in accordance with CEGG's Constitution & By-laws.

Responsibilities:

- Assists in any of the coordinating positions of CEGG
- Attends, reports and may vote at Executive Meetings **in the absence of the Co-ordinator**
- Attends Executive Meetings, when required by the Co-ordinator, and at Annual General Meeting
- Adheres to CEGG Constitution & By-laws

Authority

- Responsible for the effective governance of CEGG in accordance with the Constitution & By-laws by organizing the area of responsibility assigned and reporting to the Executive in the absence of the Co-ordinator.

Time Commitment

- 1 year
- Minimum of twelve (12) Guild Meetings and five (5) Executive Meetings (if required by coordinator)
- Additional time to consult with the coordinator

PAST PRESIDENT

Summary

This position acts in an advisory capacity.

Responsibilities

- Acts in an advisory capacity to the CEGG Executive
- Assists in CEGG projects when and where needed
- Acts as Chairman of the Nominating Committee (consisting of 3 active members of CEGG as outlined in Constitution & By-laws)
- Adheres to the Constitution & By-laws of CEGG

Time Commitment

- Two years
- Chairing the Nominating Committee for two years