

KQG Vice-President's Duties (and additional duties)

March 6, 2020

Vice-President - in the absence of the President, or in the event of an inability to act, the Vice-President shall have and exercise all the powers of the President. The VP shall:

- a) perform all duties as designated by the President
- b) review (with the President) the guild finances before the year-end financial statement is presented
- c) introduce guests, organize show and tell at monthly meetings
- d) send cards to sick and/or bereaved members
- e) liaise with the Canadian Quilter Association
- f) review (with president and secretary):
 - 1) draft KQG monthly meeting agenda
 - 2) president's monthly message for newsletter
 - 3) Executive Committee agenda
- g) Set up microphone and speakers at monthly meetings