



PRESIDENT

The President of Bay Quilters Inc is responsible for:

- ❖ Overseeing the operation of Bay Quilters Inc in accordance with the Model Rules of Association and the Constitution.
- ❖ Being the main public spokesperson for the group and thereby promoting and encouraging membership of the group, and of the art and craft of patchwork and quilting
- ❖ Ensuring that the group works towards the promotion of patchwork and quilting in the community and for the benefit of its members
- ❖ Chairing of the monthly Committee and Group meetings and any special meetings that may be called
- ❖ Liaising with the Treasurer to:
 - Set the Annual BQ Budget and present it to the Committee for approval
 - Approve committee expenditure as presented by the Treasurer
 - Approve BQ expenditure as required
 - Be an authorizing agent on the BQ bank account together with the Treasurer for online banking purposes
 - Be a signatory on the BQ bank account with Bendigo Bank, Highett
 - Timely attendance at Bendigo Bank, Highett following the AGM to ensure the correct signatories are on the BQ account, with particular regard to incoming Committee Members
- ❖ Liaising with the Secretary to:
 - Set the Agenda for meetings, including the AGM, and distribute to the Committee or to the Members as appropriate
 - Make sure Notice regarding the date of the AGM is posted at the correct time on the BQ website and in the Newsletter and in the BQ Diary
 - Ensure that the Committee Nomination forms are available to the Members at the correct time prior to the AGM either on the website, in the Newsletter or at the Meeting

- Organise the running of the AGM, including appointing a previous President of BQ to Chair the AGM, ensuring all Committee positions are nominated for, and reporting to the Members on the year's events, thanking the outgoing Committee and welcoming in the new Committee
 - Approve all Minutes before they are put up on the website
 - Respond to and sign general correspondence as necessary
- ❖ Liaising with the Newsletter Editor to:
 - approve the Bay Quilters Gazette before publication
 - monthly writing the President's Piece for inclusion in the Gazette
- ❖ Liaising with the Events Co-ordinator and the Meeting Co-ordinator to:
 - set the Diary of Events for the calendar year
 - assist with Event Management during the year as required
- ❖ Liaising with other committee and general members on an ongoing basis
- ❖ Website:
 - Assist the Website Administrator in keeping the information on the website up-to-date
 - Writing the Pop Up Message each month advertising the events of the up-coming Meeting
 - Adding Useful Links as appropriate
- ❖ Introducing and hosting Guest Speakers together with the Meeting Co-ordinator at the monthly meetings
 - Setting up the microphone and speaker at the monthly Meetings
 - Ensuring there is an adequate supply of batteries for the microphone
- ❖ At her discretion, accepting invitations to functions on behalf of Bay Quilters
- ❖ Speaking to community groups as requested by them
- ❖ Attending various charity and sponsorship events on behalf of Bay Quilters Inc, such as Very Special Kids, Victorian Showcase

- ❖ Signing off accompanying letter for grants and subsidies as deemed appropriate by the committee for the benefit of the group after the Secretary has filled in and signed the application form.

- ❖ Liaising with Bayside Council regarding:
 - the hiring of the meeting venue
 - the cleanliness and state of repair of the Library Hall and facilities
 - regulations and requirements etc. for special Events such as the Bay Quilters Show