

President Responsibilities

1. Manage in person and electronic board meeting agendas and preside over board meetings to conduct Guild business.
2. Manage the business meeting agenda and preside over business meetings following Robert's Rules of Order. Interpret the Guild By-Laws and the intent of the Policy manual.
3. Oversee Guild Committees. Several Guild committees act autonomously once formed. The President is responsible for forming the committee and acquiring member volunteers. Some committees are temporary and some are perpetual as long as members continue to serve. Guild committees include the following.
 - a. **Welcoming Committee** – Chairperson Sharon Talasek is currently sending welcome letters to new members.
 - b. **Nominating Committee** is formed for each election of officers and board members. They seek candidates for open officer and board of director positions. They collect photos, and biographies for candidate and submit the candidate roster information to the newsletter editor for inclusion in the newsletter edition immediately preceding the election. The committee prepares election ballots, conducts the election at next business meeting and reports the results after completing the tally of votes.
 - c. **Financial Audit Committee** – Meets once per year to perform an informal audit of the Guild Treasurer Records. The committee make up and duties are defined in the Guild By-Laws.
 - d. Appoint temporary officers and directors when required to finish unfulfilled terms of departing officers or directors.
 - e. Select and appoint Auction Chairperson, Raffle Chairperson, Nurse, and other staff positions.
4. Negotiate and make Guild commitments for acquiring the use of Guild event facilities and services. The president signs contracts where the Guild is committed to financial obligations.
5. Monitor social media and help to insure it is used effectively to promote the Guild and our objectives.
6. Identify award recipients and present TWG awards
 - a. C-Max Award – The Guild's most prestigious award.
 - b. President Awards – to members providing exceptional service.
7. Monitor and assist TWG directors as they carry out their responsibilities.
8. Maintain document files pertinent to the office of president.
9. Assist Guild staff during Seminars, Shows and Competitions.

There are 4 guild officers, and 5 directors that make up the board. However, the TWG staff include others who are invited to all board meeting when possible. These addition staff members include:

 - a. Show chairperson
 - b. Auction chairperson
 - c. Raffle Chairperson
 - d. Historian

e. Website Consultant