



NEORQC Vice President

The duties of the NEORQC Vice President include attending board meetings, general meetings, and serving as a member of the board. The Vice President shall preside in the absence of the President. The Vice President will arrange for a guild to host general meetings and act as a liaison with said guild. The Vice President will call the roll at the general meetings. The Vice President shall perform such other duties as the President and board may designate.

The Vice President shall arrange host guilds for each NEORQC fiscal year and submit information on the host guilds at the September board meeting.

Roll call list shall be obtained from the Membership Chair of all member guilds in good standing prior to the meeting.

The Vice President shall assist host guilds in scheduling educational and instructional programs that promote the art of quilting for each general meeting.

Within one week of the general meeting, the Vice President will make sure a thank you note is sent to the host guild. Any photographs taken by the host guild, comments, etc., as may be appropriate to the speaker's presentation will be submitted to the webmaster for the website.

The host guild responsibility sheet will be created every fiscal year by the Vice President to give to the host guild for each general meeting. The Vice President will give the responsibilities sheet to each guild contact person when the guild volunteers to host the general meeting. The responsibility sheet is attached.

The Vice President will create a list of additional speakers to aid host guilds for the general meetings. The Vice President's job is to keep in mind the interests and recommendations of the guild membership and make contact with prospective speakers with regard to subject matter.

Host Guild Responsibility Sheet

- A \$250 fee is given to the host guild the day of the hosted meeting to defray the cost of hosting a general meeting.
- A facility large enough for 100 people with tables and chairs. A head table is needed for 4 or 5.
- A simple breakfast and drinks is usual fare for the attendees.
- Lunch can be provided for or be a potluck. Host guild to supply beverage table service.
- Information on the type of lunch is to be given to the Vice President in advance with other needed information.
- A registration table is required for check in.
- Provide nametags – can be stick on style.
- Door prizes and raffle baskets are optional.
- A map for member shops in the general area is always welcome, but not required.
- The host guild may choose to hold a raffle or other money-making event. Proceeds will belong to the host guild.
- Other member guilds may choose to bring raffle quilts so some room for these should be available if a request is made in advance.
- The host guild is to obtain information about the speaker or program and lunch type and submit this to the Vice President 8 weeks prior to the general meeting.
- NEORQC will provide a sound system if one is needed. Please inform the Vice President ahead of time if one is needed.
- Host guild is responsible for distributing the voting cards at the registration table when needed. Voting cards will be supplied by the Membership chair.
- The Vice President contact information can be obtained from the website for any questions and intent to host at www.neorqconline.org.