

Board Positions

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Job Description Past President

Title: Past President

Purpose: The Past President is an Officer of the corporation and a member of the Board of Directors. The Past President is a resource to the President and Board with regards to continuity and institutional memory.

Worksite: Locations vary with need.

Sample Activities:

1. Acts as a sounding board and counsel to the President.
2. Tries to temper actions and attitudes considered unwise.
3. Assist during board meetings with both procedure and content.
4. Update as needed with the president policies and procedures for the organization.
5. Help set up online meetings

Timeframe:

Length of commitment: The past president is a one-year position

Estimated hours: Between five and ten hours per month.

Qualifications Sought: Commitment to the mission and goals of Pacific Northwest Glass Guild. Good communication skills. An ability to work with a diverse population.

Benefits: Opportunity to meet and form relations with a varied community of glass artists and people interested in the arts. Resume builder.

Reports **to:** Board of Directors

Revised February 16, 2022

Job Description - President

Title: President

Purpose: The President is the chief officer of the corporation, a member of the Board of Directors and shall act as the Chair of the Board. The President will oversee the board and chairs of committees to make sure that the running of the guild coordinates with bylaws of the guild. The President shall have any other powers and duties as may be prescribed by the Board and Chairs. The out-going President shall automatically serve as Past President for a term of one year. The President's job is to support the mission and goals of the Pacific Northwest Glass Guild and to facilitate the exchange of information, ideas and knowledge about the diverse field of art glass among glass artists, art galleries, business interests and the general public.

Worksite: Locations vary with need.

Sample Activities:

- 1 Update as needed with the past president, policies and procedures for the organization
- 2 Update as needed with the board and chairs their job descriptions.
- 3 Form a committee to help recruit with board and members to hold offices and chair positions.
(See Committees Policy and Procedures)
- 4 To preside over-board meetings via Zoom
- 5 To be an ex-officio member of all standing and ad hoc committees
- 6 To help facilitate the exchange of information between the board, committee chairs and members.
- 7 To provide oversight for the organization, including its financial security and adherence to mission and goals
- 8 To initiate and or recruit members to help with fundraising, PR and sponsorship solicitation
- 9 To hold 4 board meetings a year.
- 10 To do the website work required to add the board meetings and their Zoom links to the events calendar and to inform the board members and subscribers of meetings and agendas via the Guild Business posts/emails.
- 11 To be the Legal contact at the webhosting site and configure the forwarders for the website
(may share the configuration responsibilities with the treasurer)
- 12 Other duties as developed and needed

Timeframe:

Length of commitment: The board president is a one-year position with a two-year commitment. The president serves one year as president and one as past president.

Estimated hours: Between ten and twenty hours per month.

Qualifications Sought: Commitment to the mission and goals of Pacific Northwest Glass Guild. Good communication skills. Must have a computer and willing to learn Zoom and some WordPress. An ability to work with a diverse population.

Benefits: Opportunity to meet and form relations with a varied community of glass artists and people interested in the arts. Resume builder.

Reports to: PNWGG Board of Directors
Revised February 16, 2022

Necessary Steps for board meetings the President needs to meet the bylaws of PNWGG

Four board meetings a year.

- An agenda needs to be sent to board members and chairs at least 2 to 3 days before the board meeting.
- The board meeting needs to be put on the calendar a month before and a reminder to be sent a week before to the board and chairs.
- Example: January, March, June and August

First board meeting agenda must include:

- Motion to allow chairs to have voting privileges.
 - Newsletter
 - Sponsorship
 - Social media
 - Membership
 - Webmaster
 - Communication
- Sign of Conflict of Interest for Board.
 - Past President
 - President
 - Vice President
 - Secretary
 - Treasurer
- Review Scheduled General Meetings; July – December
- Review Yearly Budget
- Review Gathering of the Guilds

Second board meeting agenda must include:

- Plan annual meeting for October.
 - Venue
 - Review Budget
- Review Gathering of the Guilds and select the next year chair to shadow the ongoing chair.

Third board meeting agenda must include:

- To appoint one board member and select two other members to be a nominating committee for the next years board. This must be done four months before the annual meeting: see bylaw P-P Committees.
- To finalize the plan for the annual meeting.
- Review Gathering of the Guilds and select the new chair and or co-chair for the next year.

Fourth board meeting agenda must include:

- To review scheduled meetings for January – June the following year.
- Budget for the following year.
- Audit committee for the guilds' financial records/ books.

Job Description - Vice President

Purpose: The Vice President is an Officer of the corporation and a member of the Board of Directors. The Vice President shall assist the President and shall perform the duties of the President in their absence. The Vice President shall support the mission and goals of the Pacific Northwest Glass Guild, and facilitate the exchange of information, ideas and knowledge about the diverse field of art glass among glass artists, art galleries, business interests and the general public.

Worksite: Locations vary with need.

Job

1. To preside over board meetings via Zoom in President's absence
2. To lead the board on deciding on presentations/presenters for monthly meeting. For the current year July through December and the following year January to June.
3. To post general meetings on the website events calendar, including obtaining their Zoom links, and to send out announcements of the general meetings to the Tuesday Public News via Posts which are emailed to both public and member subscribers 30 days and 2 to 5 days before each meeting date and sending a Guild News email to members with the Zoom link the day before the meeting.
4. To post General meetings on both the public Facebook page and the member-only group.

Timeframe: Length of commitment: The vice president is a one-year position.

Qualifications Sought: Commitment to the mission and goals of Pacific Northwest Glass Guild. Good communication skills. Should have access to a computer. An ability to work with a diverse population.

Benefits: Opportunity to meet and form relations with a varied community of glass artists and people interested in the arts. Resume builder.

Reports to: Board of Directors

Planned Meeting for the year are in yellow:

January

February

March

April

May **Gathering of the Guilds, Portland**

June

July

August **Annual Picnic, several cities**

September **Open Studios and Tour, Portland**

October **Annual Meeting, Zoom,
Sponsor GlassAndDecor.com studio tour in Seattle (3rd weekend as part of
Refract, the city-wide glass celebration)**

November

December **Holiday Party, several cities**

Time, host and meeting place must be established

Plan at least half of the meetings on an online forum, to meet the needs of our membership around the Pacific NW.

Revised February 16, 2022

Job Description - Secretary

Title: Secretary

Purpose: The Secretary is an Officer of the corporation and a member of the Board of Directors. The Secretary shall have overall responsibility for all recordkeeping. The Secretary shall perform, or cause to be performed, the following duties: (a) official recording of the minutes of all proceedings of the Board of Directors and members' meetings and actions; (b) provision of notice of all meetings of the Board of Directors and members; (c) authentication of the records of the corporation; (d) maintaining current and accurate membership lists; and (e) any other duties as may be prescribed by the Board of Directors.

Worksite: Wherever the Board has its meetings. Also, wherever the means for typing and printing the minutes are (home or workplace).

Sample Activities:

- 1 Attend all board meetings
- 2 Actively participate in each board meeting
- 3 Take minutes of each board meeting
- 4 Transcribe the minutes of each board meeting and post them to the Guild Documents section of the website once approved
- 5 Transmit/send a copy of the minutes to every board member in a timely manner
- 6 See that the recording of the educational part of each general meeting gets edited and posted to the website for member viewing in a timely manner
- 7 Collect and maintain email transactions as appropriate.
- 8 Keep a backup copy of the "Keys to the Kingdom" (see Treasurer note)
- 9 Other duties as developed and needed

Timeframe:

Length of commitment: The secretary is a one-year position.

Estimated hours: Between five and ten hours quarterly, with additional work related to video work necessary for educational general meetings (or designate this to another member).

Qualifications Sought: Commitment to the mission and goals of Pacific Northwest Glass Guild. Excellent listening and note-taking skills. Good organizational skills. Good communication skills. Good writing skills. Ability to type. Ability to use a computer and email.

Benefits: Opportunity to participate in the continuing organization and governance of the Pacific Northwest Glass Guild. Opportunity to meet and form relations with a varied community of glass artists and people interested in the arts. Resume builder.

Reports to: The Board of Directors

Revised February 16, 2022

Job Description -Treasurer

Title: Treasurer

Purpose: The Treasurer is an Officer of the corporation and a member of the Board of Directors. The Treasurer shall have overall responsibility for all corporate funds. The Treasurer shall perform, or cause to be performed, the following duties: (a) keeping of full and accurate accounts of all financial records of the corporation; (b) deposit of all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors; (c) disbursement of all funds when proper to do so; (d) making financial reports as to the financial condition of the corporation to the Board of Directors; (e) maintaining current and accurate membership lists; and (f) any other duties as may be prescribed by the Board of Directors.

Worksite: Locations vary with need.

Sample Activities:

- 1 Ensure that the financial policies and procedures of the PNWGG are appropriate and adequate and that legal requirements are met.
- 2 Help in the development of a financial strategic plan
- 3 Help with budget development and oversight
- 4 Recruit and train succeeding Treasurer
- 5 Attend board meetings and report on finances
- 6 Help to execute financial strategic plan
- 7 Is Administrative contact for the web-hosting site and receives the bills.
- 8 See that all website hosting and add-ins are paid on-time
- 9 Help membership Chair unscramble member payments
- 10 Create products so members can pay for GotG, Open Studios and other things via the website
- 11 Is backup admin for the website and keeps copies of website passwords etc. "Keys to the Kingdom".

Timeframe:

Length of commitment: Two-year commitment requested.

Estimated hours: Eight to twelve hours per month.

Qualifications Sought: Commitment to the mission and goals of Pacific Northwest Glass Guild. A good grasp of budget processes, financial management, and taxes. Good communication skills. Leadership skills. Good organizational skills. Must have a computer and some computer skills. An ability to work with a diverse group of people.

Benefits: The opportunity to manage the financial assets in order to help expand Pacific Northwest Glass Guild. Resume builder.

Reports **to:** Board of Directors.

Revised February 16, 2022