|  |  |
| --- | --- |
| Large Logo Guild.jpg | President  Job Description  Updated November 2016 |

**Description:**

Oversee the operation of the Guild and provide guidance where needed. Act as spokesperson for the guild and guild projects, while promoting community knitting. Chair monthly and executive meetings

**Term:**

Two year appointment unless agreed to by the member and the membership to extend the appointment.

**Responsibilities:**

1.Chair monthly guild meetings (except for August- Knit in the Park). Agendas to be forwarded to members 2-3 days before meeting.

2. Work with the Treasurer regarding the financial interests of the guild. Financial report available to members upon request. Approve expenditures during the year.

3.Chair Executive meetings 4 times a year. Annually review job descriptions of the

Executive.

4.Work with Nova House for the guild’s donation presentation in December.