

Coastal Calligraphers Guild

Directors Qualifications, Term, & Duties

CCG Qualifications:

1) all Directors must be current members of the Coastal Calligraphers Guild; 2) all Directors must demonstrate a commitment to further the objectives and programs of the Guild as evidenced by their involvement and efforts for the Guild; and 3) must be able to attend all scheduled board meetings and make every effort to attend the monthly meetings.

CCG Term of Office:

all Directors shall hold office for a term of one (1) year beginning with the membership year. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by a consensus of the Board for the unexpired portion of the term.

CCG Duties

President:

Shall have ultimate control of the business and affairs of the Corporation and shall preside at all meetings of the Directors.

May sign, with the secretary or any other officer of the Corporation, any contracts or instruments which the Directors have authorized to be executed, except in cases where the signing and execution shall be expressly delegated by the Directors.

Shall perform all duties prescribed by the Directors from time to time.

Prepares the agenda for the Board meetings and General meetings in October, February & June.

Chairs the committee for the annual December Holiday party.

Updates CCG websites once a year, or as needed.

Makes bank deposits, except in cases where the signing and execution shall be expressly delegated by the Directors

E-mails agenda to membership prior to meetings

Appoints chairpersons for committees approved by the Board

Receives and distributes guild mail from the post office box in a timely manner.

Distributes guild membership information (new & renewal) to the membership chair in a timely manner

Sends a welcome letter to all new members.

Chairs the end-of-year committee to plan a theme for the following year.

Reviews Roberts Rules with Directors at beginning of each membership year.

Vice-president:

In the absence of the president shall perform the duties of the president and, when so acting, shall have all the powers and be subject to all the restrictions upon the president.

Shall perform other duties as from time to time may be assigned by the president or the Board.
Chairs the committee to plan workshops for the following membership year.
Chairs the monthly workshops (excluding the Annual two-three-day workshop)
Chairs and selects a Nomination committee of three members (the president may not be a member).
Prepares the ballots and the committee counts the ballots for the June General Meeting for election of Directors.

Secretary:

Records and maintains the minutes of the Directors' meetings and makes them available to the Directors and to the membership at the General Meetings.
Be custodian of the Corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents and attested by his/her signature.
Keep a register of the post office addresses of each Director.
Keeps a register of each Directors vacation, etc. schedule and makes it available to the Board.
May sign, with the president or any other officer of the Corporation, any contracts or instruments which the Directors have authorized to be executed, except in cases where the signing and execution shall be expressly delegated by the Directors.
Provides each Director with a complete set (6 pages) of the BYLAWS OF COASTAL CALLIGRAPHERS GUILD - A FLORIDA NOT-FOR-PROFIT CORPORATION.

Treasurer:

Have charge and custody of and be responsible for all funds and securities of the Corporation.
Receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks or other depositories as shall be elected in accordance with the provisions of the Bylaws.
Submits annual corporation fee to the state of Florida.
Maintains the books and provides a printed Treasurer's Report at each General Meeting.
Makes books available to the membership at all general meetings.
Perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him/her by the president or by the Directors.

Members-at-Large:

Serve as committee chairs, and may be allowed to request a co-chair if said responsibility deems so. The Board should be made aware of such a co-chair.

Past-president:

Serves as advisor to the Board