

Duties of Officers

- The **President** will preside at board and general meetings, and will call special meetings as deemed necessary.
- The **Secretary** will take minutes of all meetings, board and general, and submit them to the President and Newsletter Editor.
- The **Treasurer** will receive and deposit monies to the guild checking account, write guild checks, and maintain guild financial books.
- **Charity/Pin Committee** - Work with the guild to focus projects on pin making or other projects to raise funds for the dedicated charity chosen in June.
- **Historian** - The Historian and committee maintains a history of the Guild.
- **Hospitality** - The Hospitality Committee is responsible for maintaining supplies for coffee, tea, etc.
- **Membership** - Greet members and guests, maintain membership list and collect dues.
- **Newsletter** - The Newsletter Editor and committee prepares and publishes a monthly newsletter and is responsible for distributing it to the general membership.
- **Programs and Workshops** - Will schedule and coordinate workshops, demonstrations, and other events.
- **Publicity** - The Publicity committee advertises the special activities of the Guild.
- **Raffle** - The Raffle committee is responsible for purchasing prizes for the monthly drawing and collects the monies to give to the Treasurer.
- **Sunshine** - Sunshine is responsible for sending cards/letters to other guild members (eg get well, congratulations).