

Duties of the TBQ Guild Vice President

VOTING MEMBER OF THE EXECUTIVE COMMITTEE

The Vice President:

- acts for the President when necessary
- attends the TBQ Guild Executive Board meetings
- introduces the Program Speaker at each meeting
- sends information for scheduled programs/workshops to the Webmaster as soon as it becomes available
- sends monthly announcements for current Program/Workshop to the Webmaster, no later than the 20th of each month, to be placed in the monthly news
- sends monthly information recapping the prior month's Program/Workshop to the Webmaster, no later than the 20th of the month
- schedules a 5 x 5 presentation once a year (typically in November)
- heads the committee assigned to plan the Holiday party in December (December hostesses used for this function)
- heads the committee assigned to plan the Birthday Party in July (July hostesses used for this function)
- submits a year-end report of activities, expenses, issues, concerns and conditions to the President in June
- provides the incoming President with the Past President's pin so she can award it to the outgoing President at the July meeting
- works closely with the Workshop Committee
- assists with set-up and closing for the program speaker
- finds and schedules speakers and/or workshop teachers
 - a. works with Speaker/Workshop Leader in determining how much they will be paid
 - b. determines the project the Speaker/Workshop Leader will be presenting
 - c. secures a contract signed by the Vice President and Speaker
 - d. submits copies of the completed, signed contract to the TBQ Guild President and Treasurer, and the original contract to the Secretary
 - e. asks for a sample of the project 2-3 months ahead of time for advertising the class
 - f. obtains a "bio" from the Speaker for advertising in monthly newsletter under programs

- g. maintains contact with the Speaker/Workshop Leader prior to the meeting date
- h. provides Speaker with directions/maps to the various functions
- i. makes lodging reservations at Springhill Suites in downtown, as needed
- j. if desired, may include the Vice President, Workshop Chair, and any other relevant TBQG member to be involved in dining or other activities
- k. manages reimbursements (see notes)
- l. provides tax forms, prepared by the Treasurer, if requested (see attachment)
- m. sends a “Thank You” letter to the presenter

NOTES

Reimbursement information regarding travel:

- air reservations (**receipts required**) (may be paid prior to program presentation)
- Speaker/Workshop Leader should submit a detailed list of expenses for reimbursement on or before the end of the program/workshop (**receipts required**)
- Vice President should submit the reimbursement request to the Treasurer and a check will be prepared so that it is available at the end of the program/workshop (whichever is later)
- transportation from the airport to Prescott (receipts required)
- mileage (amount allowed by Federal Government)
- rental car (receipts required – encourage use of Airport shuttle)
- any supplies relating to the Program or Workshop

Reimbursement information regarding meals:

- reimbursement for meals upon request (receipt required). Occasionally the Vice President will take the presenter out for a meal. In this case, the expenses for the TBQ representative and the presenter will be covered and reimbursed to the Vice President
- sometimes the Vice President or another TBQ member will invite the presenter to her home for dinner

Reimbursement information regarding lodging:

- Springhill Suites has been recommended because of its proximity to downtown Prescott and various restaurants
- Lodging paid on the TBQ Guild credit card held by the Vice President
- When making the reservation, make sure to tell the office that the credit card covers the room only. (no mini bar, movies, etc.)