

## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **PRESIDENT(S)**

#### **Position Summary**

The President(s) shall preside over all meetings of the Guild, chair the Board, and perform all duties belonging to the office. The President(s) appoint all event and committee chair(s), including any special and/or standing committees. The President(s) shall be a member of the Board of Trustees and Executive Committee of the Family Service of Greensboro Foundation. The President(s) may also serve as a member of the Family Service of the Piedmont Advancement Committee.

#### **Duties and Responsibilities**

- Appoint all event and committee chair(s) and provide guidance to chair(s); appoint other committees when deemed necessary with approval of the board.
- Work with the President(s)-Elect to obtain approval from the Foundation Board for all proposed Guild Fundraising events. Ensure that the year's fundraisers have received guild board, membership and Family Service of Greensboro Foundation approval.
- Develop annual budget for the Guild in collaboration with the President(s)-Elect, and Treasurer.
- Provide the Vice President(s) of Operations with an annual Calendar of Events and the list of current board members and committee chairs.
- Schedule, plan and preside over all meetings of the board and full membership of the Guild. Review and approve meeting agendas and confirm meeting venues (board and membership).
- Serve on the Foundation Board as a voting member. Attend all quarterly meetings of the Foundation executive committee and board. In years where there are Co-Presidents, both members shall be a member of the Family Service of Greensboro Foundation board having one vote between them.
- May serve on the Family Service of the Piedmont Advancement Committee.
- Communicate with Guild membership by writing articles for the Guild at a Glance e-newsletter and e-mail correspondence related to upcoming events and agency updates and notices.

## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **PRESIDENT(S)-ELECT**

#### **Position Summary**

The President(s)-Elect shall assist the President(s) in overseeing all fundraising activities of the Guild. Duties shall include the development, oversight and guidance for all Guild fundraising activities. The President(s)-Elect serve on the Nominating Committee and chair the Long Range Planning Committee. In the absence of the President(s), the President(s)-Elect shall perform the Presidential responsibilities.

#### **Duties and Responsibilities**

- Attend Board and Membership Meetings.
- Chair the Long Range Planning Committee.
- Oversee the Guild's participation in all fundraising and provide reports to the board and membership.
- Present a report of all areas of Fundraising and Long Range Planning at Board meetings.
- Notify committee chairs of upcoming Board meetings and give reports in their absence.
- Notify committee chairs of Guild at a Glance e-newsletter article deadlines and submit articles in their absence.
- Work Closely with event chairs; attend initial committee meetings and any other meetings that are deemed necessary and assist when needed.
- Keep the President(s) informed of each committee's work.

## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **VICE PRESIDENT(S) OF OPERATIONS**

#### **Position Summary**

The Vice President(s) of Operations shall assist the President(s) in overseeing the operations of the Guild. Duties shall include membership development and the development and implementation of strategies to educate the membership regarding the Guild and Family Service of the Piedmont.

#### **Duties and Responsibilities**

- Attend Board and Membership Meetings.
- Present an Operations report at Board and Membership meetings.
- Serve on Long Range Planning Committee.
- Oversee membership activities (coordination of membership meeting hospitality, new member orientations, mentoring and membership socials).
- Request annual updates for board job descriptions. Forward updates to the secretary for record keeping.
- Submit articles for the Guild at a Glance e-newsletter on membership development.
- Work with Family Service of the Piedmont staff to update the Guild Directory annually.
- Provides information to membership (mail and email) on dues renewal process and follows up with members whose membership has expired.
- Other related duties as assigned.

## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **COMMUNICATIONS DIRECTOR**

#### **Position Summary**

The Communications Director shall assist the President in overseeing the communications (print and social media) of the Guild. Duties shall include development and implementation of the monthly Guild at a Glance e-newsletter, updating of information on the Guild website and posting and sharing of Guild information on social media.

#### **Duties and Responsibilities**

- Attend Board and Membership Meetings.
- Present a report of all Communications activities at Board meetings.
- Serve on Long Range Planning Committee.
- Works in conjunction with Family Service of the Piedmont's Marketing and Communications Coordinator to coordinate any press needs and social media postings.
- Notify board members and event chairs of Guild at a Glance e-newsletter article deadlines.
- Create and send out monthly Guild at a Glance e-newsletter.
- Other related duties as assigned.

## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **SECRETARY**

#### **Position Summary**

The Secretary shall record and prepare for approval accurate minutes of the Guild board and membership meetings and maintains an electronic record (file retained for seven years).

#### **Current Duties and Responsibilities**

- Attend and record accurate minutes of Board and Membership Meetings.
- E-mail copies of minutes to the board after each board and/or membership meeting.
- Provide copies to members upon request.
- With direction from President(s), send Guild members cards upon illnesses, births or deaths of their immediate family members. Upon death of immediate family members, Secretary to coordinate sending flowers to Guild member. Submit any related expense or bills to Guild Treasurer and Family Service staff liaison for approval and reimbursement.
- At year-end, forward copies of all minutes to President(s) and Family Service staff liaison for archiving.

## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **TREASURER**

#### **Position Summary**

The Treasurer shall keep accurate account of all monies in the Guild Operating bank account as directed by the Board. In conjunction with the Family Service staff, the Treasurer provides budget reports to the board and membership. Follows generally accepted accounting principles for the operating account of the Guild.

#### **Duties and Responsibilities**

- Attend and present monthly budget reports and financial statements at Board and Membership Meetings.
- Approve checks to be written by Family Service for budgeted expense items with appropriate receipts and/or requests for reimbursements. Approve checks to be written by Family Service for non-budgeted items per Guild fiscal policies. Records all transactions.
- Receive monthly bank statement from Family Service of the Piedmont staff and reviews activities for monthly year-to-date report.
- Assist President(s) with annual budget preparation and presentation to the board.

## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **JUNIOR GUILD LIAISON(S)**

#### **Position Summary**

The Junior Guild Liaisons demonstrate energy and commitment to inspire teenagers to become involved in and knowledgeable about Family Service of the Piedmont and the Guild of Family Service. The JG Liaison(s) monitor and assist with all JG activities including membership interest party, fundraising, service projects, JG executive board development and membership appreciation. Under direction of the Guild President, the Junior Guild Liaison(s) act as the link between the Guild and Junior Guild.

#### **Duties and Responsibilities**

- Attend and monitor all Junior Guild meetings and sponsored activities.
- Attend, prepare and submit Junior Guild reports at the Board and Membership Meetings of the Guild.
- Assist Junior Guild Executive Board to prepare the yearly calendar of board and membership meetings as well as the September Interest Party.
- Inform Junior Guild Board members of their duties and responsibilities; instruct board members on agenda preparation for membership meetings.
- Write welcoming letter for first membership meeting; oversee and monitor letter publication, ensuring all Guild and Foundation communication and social media guidelines are followed.
- Meet with Junior Guild Treasurer to discuss status of dues collection; coordinate Junior Guild Vice President of Membership reminder calls to Junior Guild Membership for collection of outstanding dues.
- Oversee the nominations for Junior Guild awards, report award winners' names to the Guild; present Junior Guild awards at the Guild year-end celebration.
- Coordinate with Family Service staff liaison to finalize Junior Guild monies collected through the year so the Junior Guild Treasurer may present these funds to the Agency at the year-end celebration.
- Assist the Junior Guild Historian to prepare the scrapbook that is presented to the out-going Junior Guild President; order and purchase Junior Guild President's gift.

## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **PARLIAMENTARY ADVISOR**

#### **Position Summary**

Under direction of the President(s), the Parliamentary Advisor advises board members and presiding officers on parliamentary procedure, according to Robert's Rules of Order Newly Revised.

#### **Duties and Responsibilities**

- Attend all board and membership meetings.
- Handle procedural questions or related issues that occur during a meeting.
- Advise board members on parliamentary procedures, Foundation bylaws and Guild policies and procedures.
- Install incoming board officers at annual year-end celebration.
- Supervise elections.



## **The Guild of Family Service of Greensboro Foundation, Inc.**

### **EX-OFFICIO ADVISOR(S) (Immediate Past President)**

#### **Position Summary**

Following term as President(s) of the Guild, the Immediate Past President(s) shall serve as Ex-Officio Advisor(s) to the Guild. The Ex-Officio Advisor(s) chair the Nominating Committee and serves on the Long Range Planning Committee and are responsible for the Past Presidents' Luncheon during the Ex-Officio term.

#### **Duties and Responsibilities**

- Serve as Ex-Officio Advisor on Guild Board.
- Serve as an advisor to the President(s) and the Board.
- Attend board and membership meetings.
- Serve on Long Range Planning Committee.
- Keep the President(s) and Board informed of each committee's work.
- Submit articles on the nominees to the Guild board and membership meetings.