

# Illinois Prairie Weavers

## Board Responsibilities

### Board Members

President, who serves as Chair  
Executive Committee (Officers and Study Group Representatives)  
Committee Chairs

### In General

Committee Chairs are appointed by the President, and the Board meets, in order to facilitate the administration of the Guild and its business.

### Specific Duties

Meetings. Board meetings are Constitutionally only required when the President elects to convene them. However, our Guild traditionally has the entire Board meet, with the Executive Committee on a regular basis. This includes the organizational meeting in July, as well as the the second Tuesdays of the month, preceding the Guild general meetings. All members are expected to attend and actively participate in these meetings.

Agenda. Board meetings are meant to provide a way for the leadership of the Guild to check in with each other and prepare for the general Guild meeting. They are also the forum for leadership issues to be raised and addressed, so that the President may set the agenda and/or present the Board's position on things to the Guild as required or advisable.

Committee Chairs. Committee Chairs are appointed by the President to be responsible for a particular area or item of Guild administration, such as Membership or the Library (and many others). There are no term limits to serving as a Committee Chair, and the positions may be created and eliminated as circumstances evolve, or as new ideas arise.

Constitution and Standing Rules. It is important that the Board members read and understand the Guild's Constitution and Standing Rules.

Participation. All members of the Board are encouraged to bring ideas and participate in decision-making to help make the Guild as successful and vibrant as possible.

Minutes. The Secretary takes Minutes of all Board meetings, preserves them in the Guild archives, and certifies any Resolutions made by the Board.