

Illinois Prairie Weavers

Administrative Board Responsibilities

Administrative Board Members

Board of Directors. Each member of the Board of Directors is also a member of the Administrative Board. The President is chairman of the Administrative Board, and the Secretary of the Board of Directors is the Secretary of the Administrative Board.

Coordinators. Coordinators 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), and they are each a member of the Administrative Board. There are no term limits to serving as a Coordinator, and the positions may be created and eliminated as circumstances evolve, or as new ideas arise.

Study Group Representatives. Each study group is invited to choose a representative to serve on the Administrative Board and the Nominating Committee, as a spokesperson for the study group, and to facilitate with communication with the study group members.

In General

The Administrative Board sees to the day-to-day running of the Guild for the benefit of the Guild and its members, in accordance with the objectives of the Guild, and under the leadership of the Board of Directors.

Specific Duties

Objectives of the Administrative Board include:

1. making the monthly meetings welcoming and comfortable;
2. keeping track of the Guild's membership;
3. maintaining the Guild's resources, such as the library and the equipment;
4. communicating information and opportunities to the members through such things as emails, newsletter and the yearbook;
5. communicating beyond the Guild about the Guild and its activities; and
6. addressing issues or opportunities as they arise;

all with the goal of helping to make the Guild as successful and vibrant as possible.

Meetings can be called by the President at any time. The first meeting of each new fiscal year is an important organizational meeting held as soon as possibly after the Annual Meeting in June, typically the second Tuesday of July. At this planning meeting, the course for the entire coming year is mapped out, and preparations are made for the publication of the Yearbook. Thereafter, the Administrative Board generally meets on the second Tuesday of the month, at

9:15 am, preceding the Guild general meeting. Other meetings may be called as needed or advisable. All members are expected to attend and actively participate in all meetings.

Bylaws, Standing Rules and Financial Policies

It is imperative that all Administrative Board members read, understand and follow at all times the Guild's Bylaws, Standing Rules and Financial Policies.

Minutes

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

August 2019