

Illinois Prairie Weavers

Board of Directors Responsibilities

Board Members

The Board of Directors is made up of the following Directors: President, who serves as Chairman of the Board, First Vice-President, Second Vice-President, Secretary, Treasurer and other Directors as may be elected by the Guild. There shall always be at least 3 Directors, with one Director serving as a Compliance Agent for the Board.

In General

The Board of Directors is the primary leadership of the Guild. Members are asked to bring ideas and volunteer time to make the Guild as successful and vibrant as possible. Through its leadership in Guild meetings, the Directors teach other Guild members how the Guild operates and provide an example to others who may step into leadership in the future; its members should strive to be visionaries in fulfilling the Guild's purposes.

Specific Duties

The Board of Directors is responsible for:

1. Overseeing the objectives, policies and activities of the Guild;
2. Arranging educational programs for the meetings of the Guild;
3. Seeing to the security of the Guild's financial resources, including:
 - a. recommending an annual budget;
 - b. following established Financial Policies; and
 - c. reviewing the Treasurer's books annually;
4. Transacting necessary business; and
5. Decide whether someone should be excused from payment of dues due to hardship.

Compliance Director

At all times, there shall be one Director serving as the Compliance Director, who, as an Agent for the Board of Directors, is responsible for handling legal and tax compliance matters of the Guild. The Compliance Director shall serve as the Registered Agent of the Guild, and his or her legal address shall serve as the legal place of business of the Guild. The Compliance Director is responsible for filing any State or federal annual reports or returns required for maintaining the Guild's not-for-profit status.

Bylaws, Standing Rules and Financial Policies

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

Meetings

The Board of Directors may meet at any time, on its own, or with the entire Administrative Board. Traditionally it meets with the entire Administrative Board. The first meeting of each new fiscal year is an important organizational meeting held as soon as possible 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, preceding the Guild general meeting. Other meetings may be called as needed or advisable. Members are expected to attend and actively participate in all meetings.

Minutes

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

August 2019