

This information is to assist members in deciding to nominate for EGV Board membership. The duties do require an investment in time and energy, especially in assisting with general guild activities.

BOARD MEMBERS: Guidelines

Approved: 1.5.18

The overall responsibilities of the Board are given in article 30 of the EGV constitution.

Guidelines: Board members are expected to:

1. Attend all Board meetings. Board members cannot miss more than three meetings each term without seeking approval. *See constitution, Article 18 h.i*
2. Attend General Meetings at Embroidery House.
3. Manage their individual Board responsibilities conscientiously and in a timely fashion. (When Board members first undertake a particular responsibility, they discuss it with the State President, and also take charge of any information collated by the previous holder).
4. Ensure that all initiatives, new projects, proposals, expenditures etc. for each responsibility are first presented to the Board for approval.
5. Maintain confidentiality and discretion concerning Board matters.
6. Assist in general Board activities, e.g. exhibitions, volunteers' morning tea, Paddy's Market, etc.
7. Understand the financial responsibilities of Board members, and to study the financial information presented by the Honorary Treasurer.
8. Become familiar with the EGV constitution, the by-laws and guidelines. (These are distributed to new Board members, and returned when Board members resign).
9. Update their folders with all changes to the EGV constitution, by-laws and guidelines as soon as such changes are distributed.
10. Ensure they have access to copies of the decade books (the history of the Guild). These are distributed to new Board members by the Honorary Secretary and returned when Board members resign.
11. Understand the management of Embroidery House security, e.g. keys, securing the building when leaving, lighting, etc.
12. Keep the State President informed of personal dates, holidays etc.