

CQC Needs You!!!

- Nominations are Now Being Accepted for Annual Elected Positions
- Nominations are Due NO LATER THAN **AUGUST 22**
- Positions Include –
 - Recording Secretary
 - Treasurer
 - 2nd Vice President Elect of Programs
 - 1st Vice President of Membership
 - Incumbent Sandy Wheeler has been Nominated
 - President
- **Summary of Responsibilities Follows; See By-Laws and Guidelines on the CQC Website for Complete Responsibilities**



Recording Secretary

- Attend & Record Minutes of the General Meetings and Board Meetings
- Membership, Programs, Treasurer and Committee Reports are to be Provided in Advance of Meeting
- Provide Minutes to the Communication Coordinator
- Prepare Annual Report
- See By-Laws and Guidelines on the CQC Website for Complete Responsibilities



Treasurer

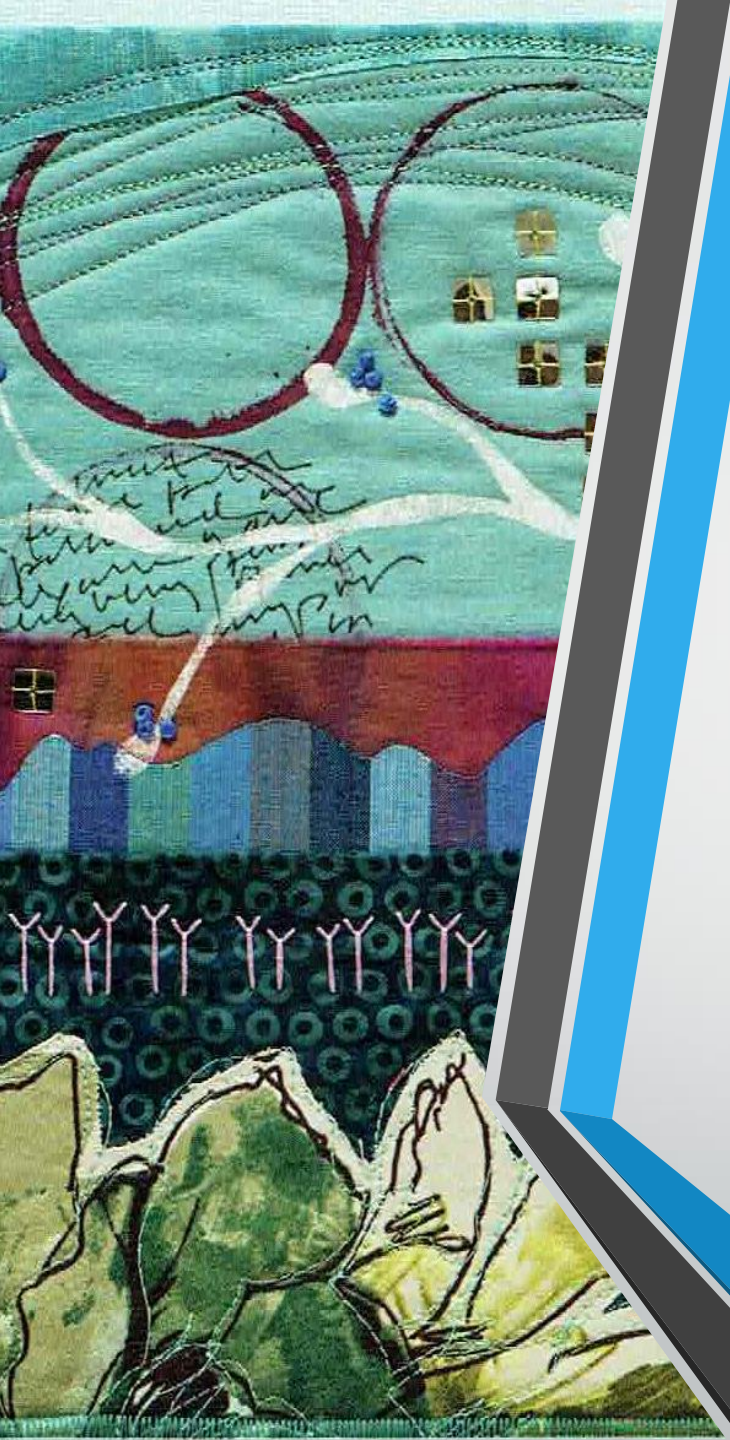
- Attend General Meetings and Board Meetings
- Receive and Deposit Funds; Make Disbursements; Sign Checks
- Keep Accurate Financial Records
- Review & Finalize Annual Budget (with President and Bookkeeper)
- Prepare and Present Treasurers Report at Meetings and Provide to Newsletter Editor
- Submit Records to Tax Accountant for Filing State and Federal Tax Reports
- Prepare & Submit Annual Report to Colorado Secretary of States Office
- **See By-Laws and Guidelines on the CQC Website for Complete Responsibilities**



2nd Vice President of Programs Elect

- **1st Year of 2 Year Term (2027)-**
 - Identify and Schedule Speakers and Workshops for the 2028 General Meetings
 - Provide Speaker Contract and Fees to the President for Approval
 - Provide Speaker & Program Information for “Program Bookmark” by Quilt-A-Fair
- **2nd Year of 2 Year Term (2028) -**
 - Provide Speaker Information to Communications Coordinator for Newsletter and E-blasts
 - Coordinate Speaker’s Equipment Needs with Hospitality Chairperson
 - Present the Program Schedule and Topics at General Meetings
 - Coordinate Speaker Fees, Travel and Other Expenses
 - Introduce Speaker at General Meetings
 - Arrange Venue and Equipment Needs for Workshops
 - Collect and Manage Workshop Registrations; Provide Venue Information and Supply Lists to Participants

In Recent Years, This Position Has Been Performed by 2 CO-VPs



1st Vice President of Membership

- Attend General Meetings and Board Meetings; Provide Membership Reports
- Process Membership Applications and Dues
- Maintain Membership List and Produce an Annual Roster
- Notify Communications Coordinator of Changes in Membership and Changes in Member's Email Addresses
- Preside at Meetings in the Absence of the President
- See By-Laws and Guidelines on the CQC Website for Complete Responsibilities



President

- Preside at General Meetings and Board Meetings
- Appoint the Non-Elected Board Members (e.g. Committee Chairpersons)
- Must Sign All Contracts (e.g. Speakers, Venues)
- Preside on the Budget Committee to Prepare the Annual Budget
- Ensure Committees are Successfully Performing Their Responsibilities
- See By-Laws and Guidelines on the CQC Website for Complete Responsibilities



CQC Needs You!!!

- Getting Involved Creates Success
 - For Our Members
 - For Our Community
 - For CQC
- Nominations are Due **NO LATER THAN**
AUGUST 22