



## **GUIDELINES FOR THE DUTIES OF GUILD OFFICERS (Updated 9/9/21)**

**The following notes are Guidelines ONLY.**

- **Some of the tasks listed below may be fulfilled by other Committee members, or volunteering Guild members, at the discretion of the Guild.**
- **Above all please remember to be Adaptable and Flexible in your approach to the way you organise your Guild.**
- **Job sharing is an excellent way to share the 'load' and is to be encouraged.**

**Please contact TGHQ (see below) or your regional National Trustee at any stage for advice or additional assistance.**

### **Chairman:**

- is the figure head elected by the Guild (to represent the Guild) and to implement the decisions of the Committee.
- chairs Committee and Guild meetings.
- guides discussion – keeping talk to the point, but allowing all to speak who wish to.
- closes discussion when appropriate, organising voting if required; has the casting vote if necessary.
- at the start of the meeting welcomes members, visitors and new members.
- creates the agenda along with the Secretary.

### **Vice-Chairman:**

- works closely with the Committee and is involved in decision making.
- deputises for the Chairman when she is absent from Committee, Guild meetings and Federation functions.

### **Secretary:**

- keeps a record of meeting proceedings.
- receives and distributes as appropriate all correspondence.
- creates the agenda with the Chairman.
- liaises with other Guilds in the Federation, Federation Officers and HQ.
- retains members' contact details.

### **Treasurer:**

- ❖ is responsible for keeping proper financial records of all the Guild's income and expenditure.
- ❖ deals with affiliation fees and payments to HQ.
- ❖ banks cash/cheques as required.
- ❖ provides bank balance details at each Committee and Guild meeting.
- ❖ will oversee claiming Gift Aid from H.M.R.C. (\*)

Note: 1) a separate Treasurers' Fact Sheets are available from TGHQ upon request. (\*)

### **Other areas can be allocated to Guild members such as**

- ✓ booking the meeting venue, speakers, and outings.
- ✓ updating Charity Commission information - if you are registered with the Charity Commission. (\*)

(\*) Practical help, advice and clarification of any queries you may have is available from TG Headquarters: **Telephone: 0121 326 0400 E-mail: [contact@the-tg.com](mailto:contact@the-tg.com)**