

Every YVQG Committee Chair

Thank you for agreeing to be a Committee Chair! As a committee Chair, YOU are critical to the success of YVQG. Please review your committee's duties in our Policy and Procedures.

The Chairperson reports to the Executive Board and is expected to attend General Board meetings held at 5:30 pm on the first Wednesday of every month except July and August and December. We need your voice and your vote!

The Chairperson shall secure committee members as needed and convene Committee meetings as often as deemed necessary either face to face, via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any Executive Board, General Board, and/or General Membership meeting when business is to be voted on or reported.

Every Committee is encouraged to submit articles to YVQG's Newsletter: Piece Talk or YVQG website as appropriate.

All expenditures require an invoice to be presented to the Executive Board for payment. Any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

Any monies received shall be presented to the Treasurer at the earliest opportunity along with the notation of the line item to receive credit, and any other pertinent details.

October/November: the Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board for inclusion in the YVQG Annual/Yearly Budget.

November: the Chair shall provide a summary of their work through the preceding year. This is to include the Chair's plans, accomplishments, and goals as well as suggestions for improvement or description of issues encountered in completing the work of their Committee. (Sample form is in the YVQG Google Drive)

November/December: the Chair, shall make whatever plans are needed to ensure a smooth transition to our new year which could include advising the next chair, making reservations, ordering supplies, or securing new committee members.

Again, thank you for your willingness to Chair and serve on our YVQG General Board!