

Quilters Sew-ciety – Day Facilitator

Job Description: Revised 2018

Organization Relationship: Active member of the QS Board of Directors

Term: A one-year term with the option of a second consecutive term

Overall Responsibilities: *Duties coordinated with QS Evening Facilitator*

- Duties coordinated with QS day guild meetings. (*Exception: July & Dec. joint meetings*)
- Prepare the announcements for QS meetings
- Maintain regular communication with Evening Facilitator

Responsibility Details:

Prior to meetings:

- About one week prior to meeting, gather information for meeting announcements.*
 - Coordinate the announcements with Evening Facilitator
 - This assures same announcements being given to all Guild members at both meetings.
 - Review QS newsletter for information that need to be included in the announcements.
 - Board of Directors, Standing Committee members, and Guild members are responsible to contact you directly if they have items for you to announce at the meeting.
- If facilitator is unable to preside over meeting, find a substitute as early as possible
 - First contact is the President to cover during your absence. Second contact President Elect.

Meeting Day: Set-up

- Retrieve and set out the following items from QS cabinets:
 - QS table signs and their stands (*Library, Membership, Education, News, Free Items, etc.*)
 - Small QS quilt (Place on the Membership table)
 - Directional signs: Only if the Guild has signs that are appropriate for the present meeting location.
 - Two QS bulletin boards
 - Remove any out-of-date materials (expired or more than 3 months old.)
 - Place any new announcements in designated section of BB.

- Startup of the audio/visual system
 - Contact President/President elect for assistance if the system is not working properly and they will reach out to Church staff. If President/President Elect is not available, then seek out a church staff for assistance.
- Check with Hostesses/Program Chair regarding door prize(s) from presenter
- Help Program/Education Chairperson as needed (*Set up tables, assist presenter, etc.*)
- Meeting Day: Preside over the day QS meeting.
- Announce to Guild members just before announcements are to be made:
 - An email or hard copy of announcements needs to be given to the QS Secretary
 - Encourage announcements to be brief, clear and concise
 - Regular Announcements time is for QS related activities
 - Non-QS activities can be “announced” on bulletin boards and Facebook or during Show and Tell time.
- 15-20 minutes for breaks each meeting is to be given (no less).
 - Allows for library, purchasing items from speaker, viewing quilts, restroom break, and visiting with other Guild members and guests.
- Introduce any guests or new members to QS
 - Announce new members and guests
 - (New Members pick up their welcome gift from Membership table)

Meeting Day: Take Down

- Assist with any needed takedown, making sure things are in place for the evening QS meeting
- All signs take down and put away if there is no evening meeting.
- Contact or leave information for the Evening Facilitator as needed.
- The Day Facilitator and Program Chair should be the last people to exit the church facility if there is no evening meeting.

Other:

- Maintain a record of all duties completed during your term
 - Prepare a Quilter’s Sew-Ciety Year-End Report regarding the duties completed.
 - This original report is given to the President under which you served, with a copy of this report kept with the Day Facilitator’s records.