

Quilters Sew-ciety – Evening 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 Day Facilitator*

- Facilitate set up/running of the QS evening meeting (*Exception: July & Dec. joint meetings. President runs these two meetings*)
- Prepare the announcements for QS meetings
- Maintain regular communication with Day Facilitator

Responsibility Details:

Prior to meetings:

- About one week prior to meeting, gather information for the Power Point Presentation and 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 Evening: Set-up

- 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.

Meeting Evening: 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

Meeting Evening: Take Down

- Responsible to shut down of audio/visual system
- Shut down the audio/visual system:
 - Contact President/President elect if audio/visual system not working properly and they will contact the church staff.
- Retrieve the following items from their set-up locations and return them to the QS cabinets.
 - QS table signs and their stands (*Library, Membership, Education, News, Free Items, etc*)
 - Small QS quilt (*from Membership Table*)
 - Two QS Bulletin boards (*store behind the QS cabinets*)
 - Door prize tickets and white glove boxes
- Assist Program/Education Chairperson with any other take down needs and returning church to its “normal” set up
 - This includes putting away tables and chairs, packing up presenter, lights, locking the church doors, etc.
 - The Evening Facilitator and Program Chair should be the last people to exit the church facility.

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.