

**PRAIRIE QUILT GUILD
WICHITA KANSAS
JOB DESCRIPTION
MEMBER AT LARGE
SET-UP**

The Member at Large responsibilities include the following:

- Review the job description.
- Read the reports from past chairpersons.
- Download and review all Board Meeting minutes.
- To attend all Board Meetings.
- To be available for any task that arise that the President or Board needs completed.
- To be accountable for Member at Large Notebook, and expenses incurred.
- To write a report at the end of the term of office.
- To submit copy of end of term report to the President and the Member at Large Notebook.
- To return Member at Large Notebook and files intact to the President at the end of term or when requested.

HOLDERS and Folders

To Provide 4-6 members for the afternoon and evening meetings to hold and fold both for Show and share Quilts and the Speaker's quilts.

Cares and Concerns: (one Member at Large)

- To notify the President and Newsletter Chair of any member who is in ill health, has had a death in the family, surgery, etc.
- Send cards to members or families of members from PQG.

Meeting Set Up (Afternoon Meeting)

- To assist the President in setting up the Guild Meeting from 10:30 – noon (or as long as it takes)
- Help speaker with set up as directed by President or Vice President
- Attach signs and poles to tables
- Move Library carts into the Library from under the stairs
- Clear any trash around chairs to be ready for the evening meeting.

Meeting Tear Down (Evening Meeting)

- To assist the President in closing down the evening Guild Meeting
- During intermission remove signs and poles from tables, return to storage area
- Help speaker pack quilts and supplies in containers
- Make sure room is cleared by 9:00 p.m.

All expenses incurred must be documented with approved vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.

All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.

Any deviation in policy requires Board of Directors approval.