

Quilters' Sew-ciety – Evening Facilitator

Description – Revised 2025

- A. **Organization Relationship:** Active member of the QS Board of Directors
- B. **Term:** A one-year position with the option of a second consecutive term
- C. **Overview of Responsibilities:** (*Duties coordinated with QS Evening Facilitator*)
 - 1. Duties coordinated with QS day guild meetings.
(Exception: July & Dec. joint meetings – President or President-Elect will reside over these meetings.)
 - 2. Maintain communication with Evening Facilitator
- D. **Responsibility Details:**
 - 1. Attend Board of Director meetings
 - 2. Meeting Day:
 - a. If facilitator is unable to preside over meeting, find a substitute as early as possible o First contact is the President to cover during your absence. Second contact President Elect.
 - b. Startup of the audio/visual system
 - i. 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
 - c. Check with Hostesses regarding door prize(s)
 - d. Help Program/Education Chairperson as needed
(Set up tables, assist presenter, etc.)
 - 3. Preside over the Evening QS meeting
 - a. Announce to Guild members just before announcements are to be made:
 - i. An email or hard copy of announcements needs to be given to the QS Secretary

- ii. Encourage announcements to be brief, clear and concise
 - 1) Regular Announcements time is for QS related activities
 - 2) Non-QS quilt related activities can be “announced” during Show and Tell
 - b. 15-20 minutes for breaks each meeting is to be given
 - i. Allows for library, purchasing items from speaker, viewing quilts, restroom break, and visiting with other Guild members and guests
- 4. Meeting Day: Take Down
 - a. Assist with any needed takedown, making sure things are put away where they belong
 - b. The Evening Facilitator and Program Chair should be the last people to exit the church facility if there is no evening meeting.

E. Other

- 1. Maintain a record of all duties completed during your term
 - a. Prepare a Quilters' Sew-ciety Year End Report regarding the duties completed
 - i. 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