

PRAIRIE QUILT  
WICHITA KANSAS  
JOB DESCRIPTION  
MEMBER AT LARGE

The Member at Large responsibilities include the following:

- Review the job description
- Read the reports from past chairpersons
- Download and print all Board Meeting Minutes and put in notebook
- To attend all Board Meetings
- To be available for any task 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 a copy of end of term report to the President and place in the Member at Large Notebook
- To return Member at Large Notebook and files to the President at the end of term or when requested

Holders and Folders

- To provide 4-6 members for the afternoon and 4-6 members for the evening meeting to hold and fold both Show and Share Quilts and the Speaker's Quilts

Cares and Concerns (one member)

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

Set Up (Afternoon Meeting)

- To assist the President in setting up the Guild Meeting from 10:30-11:00AM
- Help speaker with set up as directed by President or Vice President
- Attach signs and poles to tables
- Place signup sheet on piano for Show and Share
- Place container of gloves near the holder and folder tables
- Move Library carts into the Library from under the stairs
- Clear any trash around chairs to be ready for evening meeting
- Make sure the room is locked at 11:00AM

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
- Return glove container and signup sheet (Show and Share) to storage area
- Help speaker pack quilts and supplies in containers
- Make sure room is cleared by 9:00PM

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

Revised 2011

