

## **Pioneer Quilters Guild Position Responsibilities - Facilities Manager**

1. Summary description of position/committee responsibilities:

Oversee use of building where monthly meetings are held.

2. Approximate time commitment:

Monthly – duration of meetings only, about 3 hours, plus about 30 minutes to write a monthly column for the newsletter – but newsletter is optional

Yearly – train new person – about one hour

3. Number of members on position/committee: Minimum of 2 persons – 3 is better due to possible absences of members. At least 2 need to be present each month for closing duties (or they need to ask a friend!)

4. Forms used, contact information for vendors or service providers, software used, etc.:

A written instruction sheet has been prepared for use of the sound board and audio-visual equipment. May need email capability to write newsletter article and email it to the newsletter editors.

5. Monthly tasks:

Unlock and lock facility for meetings. Operate HVAC, lighting, and sound and a/v systems. Know where building supplies are kept and what to do in case of emergencies – spills, plumbing problems, etc. Stay until everyone has gone, help programs with speaker assistance moving quilts, etc. Move all the chairs back into place....usually last 3-4 rows (that is a tough job). Turn on & off the sound system and mikes. Move furniture and equipment as needed – return building to “as found” condition upon exit. Turn off all lights, after checking that all doors are locked. Answer questions of guild members related to the building and grounds. Be mindful of needs of disabled guild members. Oversee cleanup and correct problems as needed. Write a newsletter article detailing problems, or thanking participants for help – also might have to announce lost and found items. May need to be custodian of lost items until the next guild meeting.

6. Financial Information: Budget -No budget needed – 0 expenditures yearly

7. Transition: Schedule date to hand off materials to and train incoming member

8. Other notes:

Person(s) should be open to communications with church personnel about problems or concerns with use of the facility. I think that moving the last 3-4 rows of chairs is unrealistic ...and a backbreaking chore.