

Booneslick Trail Quilters' Guild

Job Description: Starlight Chapter President

Meeting place:

Fairview United Methodist Church Office

email:office@frontyardchur

Phone: 573-445-5391;

Current Minister: Rev Nancy

3200 Chapel Hill Road

Martin

Columbia, MO 65203

Office Administrator:

Morgan Miller 573-445-

5391

Contact Office Administrator, provide new Starlight Presidents name and number.

Room setup: Contact Jacob Carlson 573- 268-1260 and Kevin Carlson 573- 777-0751. (Kevin is Jacob's father. Text Jacob with room set up.

Coordinate with the Day chapter President, Program Chair and yourself to inform the church of the year's meeting dates and ensure there are no conflicts. Be sure the church has contact information for yourself and other officers.

Room layout:

Several days before the next monthly meeting, Text the desired room set up to Jacob. It would be helpful to be sure he/she has all the anticipated meeting dates for the year. Please note if there is a change of date, such as the annual meeting instead of the June meetings. Some months or programs work best with different configuration of tables or chairs. We have several layouts, or you can develop additional ones as appropriate.

Attend Board Meetings each month. (second Monday of the month)

Coordinate and communicate with the program chair regarding the programs, speakers, room set up, and who will be responsible for what.

Write a chapter president's article for Newsletter each month to introduce the next month's program, special guild activities, time of year events, etc. (Optional if the program chair is sending information about the program. Or you can combine your information in one article) The articles should be committed to the newsletter editor by 5 pm the Wednesday following the Board meeting. The newsletter address is BTQGNews@gmail.com

Chapter meetings:

On the meeting day, unlock upstairs and downstairs doors of Fairview United Methodist Church by 6 pm. Presently we have been opening at 5 to allow sit and sew or visiting. Just be sure that members know.

Turn on lights and adjust heat or air conditioning.

Jacob will set up and take down speakers, screens and walls as requested. Set up a sound system and test the sound levels. See past president for instructions. The cords for the equipment are color-coded to the matching control box outlet. There are instructions for set-up. The guild has a projector in the library cabinet to link to a speaker's personal laptop for audio-visual programs and a screen stored to the left of the library cabinets. Have a supply of 9-volt batteries and AA batteries on hand and put new ones into the hand-held and lavalier microphones as needed. Always remove the batteries from the microphones before returning them to the cabinets.

Move an orange cone from the storage room to a parking space reserved for the guest speaker. Keep 2 or 3 bottles of water in library cabinet for the guest speaker. There is no need to refrigerate these. (Could be program chair's responsibility.)

Preside at meetings, welcome members and guests, ask for announcements. (Announcements might include new members, guests, library, committee chairs with upcoming events, etc.) Introduce the program if the program chair does not. Keep meetings moving at a good pace. Adjust microphones as needed. After the program, thank the speaker and invite members to Show and Tell.

When the meeting is over, 1) Store the sound system safely to the left of our library cabinets and store microphone and cords neatly in the cabinets for ease in use at the next meeting. 2) Return AC or heat to church's preferred economy setting. 3) Turn off all ceiling fans except the center one. 4) Turn off all lights except one at the south end of the auditorium. 5) Assist others with finishing their tasks in order to close. 6) Leave the room tidy, but the set up person(s) will take down and store tables and chairs. 7) Assist in making sure that library cabinets are locked. 8) Be sure the side door to the parking lot is latched and locked. 9) Lock exterior doors upstairs and downstairs.

Assist Program Chairperson when needed (transporting speaker, providing food, etc.) If the speaker is taken to a restaurant, the president or program chair should pay for the speaker's meal (no alcohol) and give the receipt and a guild's request form for reimbursement to the treasurer. These two items can be mailed or given to the treasurer at the next Board meeting. Only the speaker's meal gets reimbursed. Guild members accompanying the speaker each pay for their own meals.

Updated by Kathryn Reece, Starlight President 2023-2024