

Day Chapter President Job Description

Room layout:

Text or email room layout needed for that month's meeting to the set-up person the Monday before the monthly meeting. If no in-person meeting is scheduled, send that information. The past president will provide contact information for the set-up person. Room layouts are in the president's notebook.

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

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

Serve on committees of interest and/or as appointed.

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.)

Chapter meetings:

On the meeting day, unlock upstairs and downstairs doors of Fairview United Methodist Church by 9:00 a.m. for Sit and Sew time (or by 8:30 a.m. for a workshop at the church). Your key will unlock the downstairs lobby door. The upstairs door on the left is unlocked with an Allen wrench found on top of the fire extinguisher box to the left of the doors.

Turn on lights and adjust heat or air conditioning.

Set up sound system and test the sound levels. See past president for instructions. Most of the cords for the equipment are color-coded to the matching control box outlet. Use the kitchen carts to move the sound system from the storage room to the location you want and then return the carts to the kitchen for use by other committees. 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 on hand and put new ones into the hand-held and lavalier microphones as needed.

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.

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.

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. Lock library cabinets if the Librarian has not. A key for each of the cabinets is on your key ring with the outer door key.
- 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 room tidy. Set-up person will return chairs/tables to the church's preferred setting.
- 7) Be sure the side door to the parking lot (near kitchen) is latched and locked.
- 8) Lock exterior doors, upstairs and down.

Submitted by Mary Petersen, Day Chapter President, 2013-2014, and Kaye Mallory, Starlight Chapter President, 2013-2014 Updated by Louise Bequette, Day Chapter President, 2014-2015, Updated by Linda Karns, Day Chapter President 2017-2018, Mona Stevenson, May 2023