

Wednesday Afternoon Group - general duties

- a) comprised of a chairperson and ideally two assistants
- b) enlists members to lead projects
- c) submits project requirements to the newsletter editor (or sees that project leader does)
- d) introduces instructor and project to the membership
- e) sets up equipment (cutting mats, rulers, irons/boards, power reels etc.) puts equipment away in cupboard provided
- f) maintains equipment (as above)
- g) purchases supplies as required

Other Responsibilities:

Chairperson to attend Executive meetings or appoint a representative

Quilt Show:

- attend Quilt Show meetings
- purchase supplies for display use, as required
- keep track of expenses and submit to Treasure on required form
- set up of display (racks, tablecloth, pins, zip ties, display cards, etc.)
- receiving items for display
- responsible for safe return of display items
- take down of display
- storage of supplies until next quilt show

Day of Meeting

Morning:

- advise membership of items left behind at last meeting, if required
- thank last month's project leader
- announce the afternoon project/leader
- announce project for next month - have leader show project and share relative information
- identify projects at Show'n'Tell, if required
- obtain expense receipts from project leader and submit to the Treasurer - on required form
- pick up cheque from Treasurer and present to project leader at the afternoon session
- submit any expenses to the Treasurer - on required form
- pick up cheque before end of meeting

Afternoon:

- set up easel and flannel board
- set up irons and ironing boards (put out spray bottle with water, put water in irons)
- set up cutting mats and rulers
- help participants set up sewing areas, if required
- make sure there are enough tables for participants
- provide power reels, if required
- assist project leader, if required
- assist participants, answer questions, as required
- give cheque to project leader and thank them for their time etc.

End of Session:

- assist project leader with packing up, if required
- unplug irons, drain water, let cool down (cool down takes about 20 minutes)
- put irons, boards, mats, rulers, easel and flannel board away
- lock cupboard
- check room for items left behind (eg. mugs), put in cupboard, if required
- general tidy up (water bottles to recycling, garbage etc.) **NOTE:** leave room neat
- turn out lights, close hallway doors
- make sure outer doors are locked* ***This is very important.*** If not, call 'key holder' and wait for person to arrive *Do not leave until doors are secure.*
- also may be asked to adjust room temperature during winter months