

Pioneer Quilters Guild

Free Table

1. Summary description of position/committee responsibilities

Monitor and organize the “Free Items” on the table throughout the monthly General Meeting. The “Free Table” is located on the counter in the reception area of the narthex. At the end of the General Meeting it is your responsibility to remove all remaining items. Do not throw items in the church’s garbage. These items may be shared with another guild should you be a member of another guild, or donated to another charitable organization of your choice, or returned to the original guild member to remove.

2. Approximate time commitment

a. Weekly: None

b. Monthly: Monitor, organize and remove all items from the free table during and after the monthly General Meetings. Give a report during Committee Reports as needed; remind members of what type of items are appropriate. Create an article for the newsletter as needed.

c. Yearly: Request that the President remind the members to pick up their leftover items before they leave the meeting. Ask the President to make this announcement as part of her agenda at each meeting. Create article for the newsletter.

3. Number of members on position/committee: Two to Three

4. Financial Information

a. Budget: None needed

5. Transition

a. Schedule date to hand off materials to and train incoming member