

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

1. Summary description of position/committee responsibilities:

Oversee use of building where monthly meetings are held, including operating the audio-visual systems. Sound system has a binder with specific instructions for that part of duty.

2. Approximate time commitment:

Monthly – duration of general meetings only, about 3 hours

About 30 minutes to write an article for the newsletter if one is necessary.

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. 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. Move furniture and equipment as needed – return building to “as found” condition upon exit. 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. If appropriate, 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.

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

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

7. Other notes:

Person(s) should be open to communications with church personnel about problems or concerns with use of the facility.