

## ***Facilities, Properties, Storage Room Chair—Job Description***

### ***General Duties***

- Schedule guild meetings and maintain a current schedule
  - **Board Meeting** 2<sup>nd</sup> Thursday of each month at Oroville Library
  - **Guild Meeting** 3<sup>rd</sup> Thursday of each month at Grange Hall
  - **OPQG Workshop, Retreat, Sew Day** 1<sup>st</sup> Thursday of each month at Grange Hall
- Be available to open Grange as needed throughout the month when members need access to the storage room
- Open and close doors for meeting, workshops, and retreats
- ***Always make sure facilities are clean before locking up (duties for members)***
  - Emptying Trash
  - Sweeping floors
  - Organizing Room, returning equipment, locking storage/equipment room
  - Turn off heat, fans, lights, close windows.
- Maintain a collection of standard set up floor plans from which the program chair can refer to if needed

### ***Monthly Meeting Activity***

- **BOARD MEETING**
  - Arrive day before schedule meeting to library information desk to pick up key to unlock meeting door.
  - Day of meeting arrive 30mins early unlock doors for board members to set up room for meeting
  - End of meeting clean and organize room. Lock doors and return key to information desk
  - Always make sure the facilities are clean before locking up
- ***General Meeting, Workshops, Retreats***
  - ARRIVE AN HOUR EARLY FOR GENERAL MEETING, WORKSHOPS, AND RETREATS
  - Open outside doors and gates.
  - Turn on heat or air-conditioning (depending on season)
  - Open storage and equipment room for members/chairs to obtain equipment for set up
  - The following are standard set-up tasks (which may differ, depending on the activity)
    - ***For Meeting:*** Open equipment/storage room so that the Vice President has access to obtain equipment requested by the speaker.
    - ***For Visiting Opportunity Quilt Guild:*** Make sure that a table and two chairs are available for the visiting Opportunity Quilt Guild

- **For Workshops, Retreats, and Sew Days:** Open storage and equipment room so members can obtain, tables, irons, iron boards, extension cords, and other equipment for sewing
- End of meeting (retreat, workshop, sew day) clean and organize room.
- Always make sure the facilities are clean before locking up

### **Availability**

- Be available to open Grange as needed throughout the month when members need access to the storage room

### **Main Contacts**

- Grange Meeting Hall
  - Kathy @ 530-300-0317
  - Sylvia Guzman @ 530-533-0392 or cell# 530-370-2831
- Oroville Library
  - Any staff at front desk

### **Budget**

- No Required Budget

### **Other Duties**

- **Preparation for Board Meeting**
  - Attend monthly Board Meetings
  - Read minutes from prior board meeting and be prepared to submit any correction
  - Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed
    - Example: A change to an operational document
- **Chair Person Committee Report**
  - At the end of the year, the chairperson submits a report to the President on or before January's Board Meeting. It should include all information about the past year, budget, job description review, or other concerns and recommendation for the next year.
- **Job Description:**
  - Review annually and revise as needed
- **Transition:**
  - Turn in supplies and projects, whether completed or not to the new chairperson at the December General Meeting
  - Be available resource as needed to incoming chair

