MEETING COORDINATORS (DAY OR EVENING)
Off Board Position
Reviewed August 2018

Term: Two years as appointed by MQ Board. With both day and evening meetings having 2 Coordinators, one starting in even years and the other in odd years. A total of 4 coordinators between both meetings.

Prerequisite: Must be an MQ Member in good standing

Inventory: Bylaws and operating procedures, Meeting Coordinator Manual

Reports to: Education Directors

Description: Meeting Coordinators are involved with the Education Directors to plan speakers for MQ Membership Meetings. They are also responsible for conducting the meetings from start to finish.

Time required: Approximately 8 hours per month. Five hours spent on the monthly meeting day or evening, and approximately 3± hours per month spent on planning.

Meetings required to attend: Either all the day meetings or all the evening meetings. Long Range Program Planning meetings.

Budget: Refer to Education Directors for budget.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Work closely with Education Directors and the other Meeting Coordinators for planning future meetings, 1 year in advance.
- Attend day or evening membership meetings to conduct duties. You are the first in and the last out.
- Organize the agenda of the meeting and emcee the meeting.
- Learn and use all equipment (building security system, AV equipment, lights, microphone and sound system, digital projector with laptop for PowerPoints).
- Clean up after meetings, storing all MQ property neatly where it belongs.

JOB INSTRUCTIONS:

- Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed parts of contracts to Office Administrator.
- Use the MQ webmail for daymeeting@mnquilt.org or eveningmeeting@mnquilt.org
- Receive Meeting Coordinator manual from Education Directors or previous Meeting Coordinator.
- Write and send articles about upcoming speakers and activities to the Editor by the monthly deadline.
- If unable to attend your required meetings, contact both your other Meeting Coordinator and Education Directors immediately.
- Work with Volunteer Coordinator to encourage volunteer assistance at meetings.
• If the speaker doesn't need to vend their items, seek Education Directors and Business Member Coordinator to find someone to vend at meetings.
• At Thursday meetings that have a Friday workshop, before guests leave ask them to assist in setting up the room for Friday.
• Work with Door Prize Committee for meeting door prizes.