

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		Sit and Sew Chairperson	FQG- 07	10/01/2023	1 of 1

Supersedes	1/7/16 – Standard Operating Procedure for Library Chairperson of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Sit and Sew Chairperson is responsible for reserving the meeting room. Responsible for maintaining any assigned budget targets.</p> <p>The Sit and Sew Chair is member of the General Board of the Guild. It is a volunteer position.</p> <p>Will attend Board meetings of Guild Committee Chairs</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Library Scheduling and Activities	1.	Responsible for reserving a space such as the meeting room at St. John Lutheran Church or at the Linthicum Library (located at 400 Shipley Road, Linthicum Heights, MD 21090. Phone number is 410-222-6265. Check with Library for current procedure.)
	2.	Authorized to sign contract to reserve the room.
	3.	Arrange for activities during the 'Saturday Sit and Sew. Solicit members who would like to demonstrate a project or technique. Activities may include, but are not limited to, demonstrations, discussions, fabric swaps, make & takes.
	4.	Determine activity schedule and provide information to membership at the general meeting and in the Newsletter.
	5.	Suggest that volunteer demonstrators have a sample of their project as well as handouts of instructions (which do not violate copyrights). Participants may also take pictures of instructions in lieu of copies. Printing costs are reimbursable by the Guild.
	6.	Doors open at 9:30 AM and demonstrations, if any, begin at approximately 10 AM. The room should be straightened and vacated by 3:30 PM.