



**Friendship Quilters  
Of Linthicum  
Guild**

Standard Operating  
Procedure

**Member at Large**

**FQG-  
12**

Effective Date

10/01/2023

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Supersedes	1/7/16 – Standard Operating Procedure for Member at Large of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Member at Large is responsible for filling in for any Board member in their absence.</p> <p>Responsible for maintaining any assigned budget targets.</p> <p>The Member at Large is a member of the General Board of the Guild. It is a volunteer position.</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

Item		Action
Member at Large	1.	Attends all Executive Board meetings and votes only as a tie breaker.
	2.	Fills in for any Board Committee member at any meeting in their absence by request.
	3.	Identify no-cost opportunities to promote and advertise the guild i.e. posting meeting times in social media events pages and publications and on websites.