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| Large Logo Guild.jpg | Members at Large (3 positions)  Job Description  Updated November 2016 |

**Description**:

Ensure the Guild follows the guidelines of the charter for the benefit of the members.

Provide assistance to the Executive when requested.

**Term**:

Two year appointment unless approved by the member and the membership to extend the appointment.

**Responsibilities**:

1. Attend Executive meetings.

2. Greet guests, have them sign the guest book and give them information about joining the Guild. Introduce them during the meeting.

3. Collect donations given to the Guild. Oversee the sale of donated items at each meeting. Monies collected goes to the Treasurer at the end of the meeting.

4. Distribute door prize tickets at the start of the meeting, draw winners at the end of the meeting. Assist with sorting the prizes and other related tasks as necessary.

5. Take pictures during each guild meeting of Show and Share Items, and upload to Guild Website.

6. Assist with the organization of Guild craft sales.