

DUTIES OF THE LOGISTICS CHAIRPERSON

1. Attend the General, Executive and AGM Meetings.
2. Supervision of set-up crew, sound system technician and tear-down crew.
3. At Executive Meetings, ensure access to the church hall, report as necessary and receive requests from executive members for logistics support at General Meetings and the AGM.
4. Arrive by 6:15 pm. for all General Meetings and the AGM.
5. Turn lights out for the speaker's presentation (when required.)
6. Provide meeting requirements (as requested by Executive committee members) to set up crew, sound technician and tear down crew.
7. For special meeting requests, liaise with the Church Administration.
8. Distribute checks from Treasurer for payment of setup, sound and tear-down crews.
9. Ensure sound system and projector are removed from the church hall, and taken home by the Sound Technician.
10. Remove any personal items left behind by garden club members (water bottles, clothing, plants, goodie trays, giveaways, etc.) – take home, and bring to next meeting.
11. Clear up any garbage left behind (cardboard boxes, plastic bags, etc.)
12. Review and update the list of club assets annually, with the assistance of the Librarian and the Treasurer, and distribute the list to members of the executive.

Set-up Crew duties

- Set up stage, tables and chairs as per advice received from Logistics Chairperson.
- Hang cork bulletin boards.
- Pull down screen.

Sound System duties

- Store sound equipment at their home – bring it to the meetings.
- Set up projector (AV projector) and check to insure bulb and remote control are working.
- Pull down the screen (if not done by the set-up crew)
- Operate volume controls for the stage and remote microphones.
- Operate projector (where required).
- Pack away all equipment at the end of the meeting; take home.

Tear-down Crew duties

- Put away the stage, tables, chairs and bulletin boards to correct locations as required by the church administration.
- Return the projector screen to its closed position.
- Put microphone stand and Master Gardener sign by front door of hall.
- Sweep floors.
- Bring in reserved parking signs
- Ensure church foyer doors are locked and all hall doors are locked.
- Turn off lights as required by the church administration.

Equipment Managed by Logistics Chairperson:

1. Stage microphone and stand
2. Remote microphone (lapel microphone) + small speaker (separate system to sound system)
3. Soil Tester
4. Extension cords and power bar
5. Laser pointer
6. Lectern light
7. Laptop and projector

Locker Management

1. Responsible to maintain and organize and retrieve SSGC items in offsite storage locker for club meetings and events.
2. Research Storage Locker Insurance and present findings to the SSGC Executive and upon approval engage insurer for locker contents.

Revised: November 2018