

## DUTIES OF THE SSGC LOGISTICS CHAIRPERSON

- Attend the General, Executive and AGM meetings, including Plant Sale, Flower & Garden Show, and any other in person events which require coordination for setup and cleanup.
- Store all audio-visual (AV) equipment and bring any and all AV equipment that may be required for each meeting and coordinate with the AV technician.
- Keep the key (one copy only) to the meeting hall safe, be responsible for opening and locking the meeting hall for all club events, and make the key available to authorized committee chairs as may be required.
- Supervise setup crew, AV technician, and end of meeting cleanup crew to ensure all requirements are met.
- At Executive meetings not held on-line, ensure access to the church hall, report as necessary and receive requests from Executive members for table provision, location, and support requirements at all in-person meetings and events.
- Establish and maintain a Zoom account for all Executive meetings and other meetings which may, from time to time, require more than the minimum Zoom time limits. Account costs shall be recouped as expenses by submitting receipts to the Treasurer.
- Arrive at the meeting hall by 4:00 pm for all in-person meetings and events to open the hall and allow for the setup of the hall. Note that times may vary with events.
- Provide meeting requirements (as requested by Executive committee members) to set up crew (chairs, tables, kitchen, etc.), AV technician, and cleanup crew.
- Ensure that the meeting hall is locked between setup completion and to ½ hour prior to the meeting or event opening time.
- Arrive at the meeting hall by 6:30 pm for all in-person meetings and events to open the hall and allow participants to enter. Note that times may vary with events.
- Control hall lights for the speaker's presentation as required.
- For all meetings and special meeting requests, liaise with the Church administration.
- Coordinate with the Treasurer for payment of all non-volunteer setup, AV and cleanup crews.
- Ensure sound system and projector are removed from the church hall, and taken home by the Logistics Chair or the AV technician.

- Remove any personal items left behind by garden club members (water bottles, clothing, plants, goodie trays, giveaways, etc.) – store and bring to next meeting.
- Supervise cleanup crew and ensure that any garbage (cardboard boxes, plastic bags, etc.) is removed from the hall.
- Coordinate with the Treasurer to review and update the list of club assets as needed.

### **Setup crew duties (coordination with setup crew)**

- Set up stage, tables, and chairs as per specific meeting requirements coordinated with the Executive.
- Coordinate with the AV technician to fulfil any special requirements of the Executive and speakers.
- Lower projection screen.

### **Sound system duties (coordination with AV technician)**

- Store sound equipment in a safe and dry place at home and bring it to the meetings.
- Prior to meetings, check to ensure projector bulb, remote control, microphones, and other equipment are working and that any rechargeable batteries are charged.
- Ensure that there are extra batteries available for all AV equipment.
- Pull down the screen (if not done by the setup 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 and store securely.

### **Cleanup crew duties (coordination with cleanup crews)**

- Ensure that the stage, tables, chairs and all other Church materials are put away to correct locations as required by the church administration.
- Ensure that the projector screen is returned to its closed position.
- Ensure that floors are swept.
- Bring in reserved parking signs.
- Turn off lights as required by the church administration.
- **Ensure church foyer doors and all hall doors are locked.**

## **Equipment stored and managed by Logistics Chairperson:**

1. Microphones and microphone stand
2. Laptop
3. Projector
4. Amplifier, speakers, speaker stand, and all associated equipment
5. Portable speaker system and lapel microphone(s)
6. Extension cords, power bar, AV connectors and cords, etc.
7. Laser pointer
8. Spare batteries
9. Handcart