### Members at Large

This position is an elected position to the TQG, Inc. Chapter Board.

**DESCRIPTION:**

The Member at Large positions functions as a substitute for one of the other elected Chapter Board members. This position is a voting position as an elected Officer of the Tidewater Quilters’ Guild Chapter Board.

**DUTIES:**

The Members at Large have a familiarity with the TQG’s Constitution, By-Laws, Policies and Procedures, as found in the most recent Roster and Handbook, as well as this job description.

Attends all TQG’s Chapter Board Meetings. If attendance is not possible, the Members at Large notify the Coordinator prior to the meeting and provide a knowledgeable substitute or a written report of the prior month’s activities.

If tasked by the Coordinator, the Member at Large will act on behalf of another elected Chapter Board meeting. For example, if the Coordinator could not attend an Executive Board meeting, the Member at Large would go in her place.