

## **PHYSICAL ARRANGEMENTS CHAIR**

### **I. STATEMENT:**

The Physical Arrangements Chair is in charge of all physical arrangements of the various meetings of the Women's State Legislative Council. She is appointed by the President with the approval of the Executive Board.

### **II. DUTIES:**

- A. To arrange for and make reservations for meeting rooms for the Executive Board, the General Membership Meetings and the Legislative Study Committees.
- B. To be responsible for checking all properties needed.
- C. To be familiar with WSLC Bylaws and General Membership Standing Rules.
- D. To deliver a file containing all materials pertaining to the work of this office, including this job description, to the Policy Chair.

### **III. PROCEDURES:**

- A. Become familiar with the available rooms in the Capitol Buildings and the State Office Building and the people responsible for them.
- B. Know where to turn for help in cases of emergencies and necessary properties.  
(801-410-0011 Preservation Board)
- C. Arrange for the rooms as soon as possible in January of each year after the new appointment books come out in the Lt. Governor's Office. This procedure will reserve the use of the rooms for the incoming officers of the new biennium.
- D. Call each month prior to the general meeting to avoid conflicts.
- E. Check all properties needed prior to each meeting, such as required number of chairs, the flags, a blackboard with chalk and eraser (bring the latter items from home, if necessary) microphones, projection equipment, tables, pitcher of water and glasses, etc. Make sure that the mikes and the projection equipment are all in working order.
- F. Arrange for the seating of speakers, chairmen and new media people in the room before each meeting.
- G. When appropriate, ask the Directors of the Legislative Committees to check for all necessary properties, such as chairs, tables, microphones, chalk, erasers, blackboard, lighting, flag, etc and make sure the door is unlocked.

### **IV. BIENNIAL REPORT:**

A report of the work of the Physical Arrangements Chair shall be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and three to be distributed to the President, Recording Secretary and Historian. .

### **FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013

Adopted March 19, 2014

