

April 2023

HOSPITALITY CHAIR

Job Description

- For General Meetings, arrange for refreshments as needed; help with set-up and cleanup.
- Welcome members and guests at the refreshments table.

Responsibilities:

- For in-person general meetings:
 - Work with Program VP to plan refreshments. Neighborhood Chairs may be asked to have their neighborhood members provide refreshments.
 - Coordinate with the person who stores the branch hospitality items for access to coffee pots, paper goods, cups, etc. NOTE: Storage is a difficult issue; if you need to purchase supplies, especially those used intermittently, consider buying just enough for the next meeting, rather than a large quantity that will need to be stored.
 - NOTE: The Membership VP takes care of name tags, pens, and other items for the welcome table and greets people at the door.
 - Refreshment notes:
 - Get Board approval before buying refreshments.
 - At the meeting, Hospitality will tend the refreshment table and help members there.
 - For the September Event, the Board supplies the finger food refreshments and Hospitality provides drinks.
 - When we co-sponsor a meeting with another branch, we coordinate refreshments with them.
- For an in-person special event, consult with chairmen of the special event or the President. The Hospitality Chair may serve on special events committees.
- For reimbursement of expenses, print the voucher that is available on our branch website and send it to Administrative Finance.
- Maintain a notebook that includes your End of Year report and any other useful materials

Deadlines:

- Triad deadline: 15th of the month, as needed
- End of year report

Member of: Program Planning Committee
Some special events committees