

# Illinois Prairie Weavers

## Hospitality Chair Responsibilities

### In General

The Guild has traditionally provided for its members refreshments and a time for visiting with one another between the monthly meeting and that day's program. The Hospitality Committee Chair is appointed by the President to be responsible for this. There is no term limit.

As a Committee Chair of the Guild, the Hospitality Chair is responsible for doing this job on behalf of the entire Guild, and is also a member of the Board (job description is attached) and expected to attend and actively participate in those meetings.

The Hospitality Chair may seek volunteers to serve as a committee, if this would help with hospitality responsibilities. Typically two volunteers bring the food to each monthly Guild meeting to be shared by the Guild members.

### Specific Duties

Take possession of the hospitality supplies from the prior Hospitality Chair as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies you need. Supplies include a coffee urn, a hot water urn, coffee, tea bags, sweeteners, dry creamer, stirring sticks, napkins, hot cups, paper plates, plastic spoons and a rolling carrying case for transporting it all to and from meetings.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Hospitality Chair to learn specifics about doing the job, or train your successor.

Attend the monthly Guild and Board meetings, reporting as Hospitality Chair and obtaining any input or assistance you need for Hospitality or other matters.

Safekeep, maintain and replenish the supplies between meetings.

Coordinate the volunteers who bring food. Usually two have signed up for each month. Remind volunteers a week ahead of time of their commitment and assist them in finding substitutes if necessary. Announce and thank those volunteers at the meeting.

Arrive early for all guild meetings, start the coffee urn and hot water urn, and set up the refreshment areas.

Assist food volunteers with setting out their food donations for the members to enjoy.

Welcome and hostess visitors and newcomers, showing them how things are set up for refreshments and helping them feel at home.

Tear down and clean up the hospitality area when the meeting is over, assisting the food volunteers with packing up any leftovers and making sure we leave things are neat and clean when we leave.

Submit Hospitality news to the Newsletter Chair for newsletters, such as reminders of the food volunteers for upcoming meetings. Send guild e-mails if desired.

Circulate a sign-up sheet at the April, May and June meetings for 2 volunteers to bring food to each meeting of the forthcoming year. When it is completed, notify the Yearbook Chair, so the names can be included in the yearbook.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's Hospitality to the Treasurer by March to be included in next year's budget.

Make a written summary report to the Executive Committee in June.

Make a detailed checklist, and update it regularly, for setting up and tearing down beverage and food at monthly Guild meetings. Keep the

checklist with the supplies in case a substitute is needed. Use it to supplement this job description and to train your successor.

Review this job description (and any checklists) for any updates you can recommend to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

### Estimated Time Commitment

- ~ 2 1/2 - 3 hours monthly, setting up and reminding hostesses
- ~ 2 hours annually purchasing supplies, submitting expenses, submitting estimated expenses for budget, submitting news
- ~ 2 hours annually updating checklist, job description, communications, etc.
- ~ Plus time at Guild and Board Meetings

(07-05-12 - Barbara Holman)