

Hospitality Chair Position Description

According to Chapter Constitution

"The Hospitality-Protocol Committee shall be responsible for all hosting functions and for special courtesies to guests."

HOSTS:

Obtain four hosts for each month beginning in September. Ask 5 members to sign up, in case one host is unavailable for the month's meeting.

PROGRAMS:

Work closely with the Program Chair. The Program Chair will plan each general meeting and the demonstration or presentation. Many times, Hospitality will have to provide more hosts for any single month.

Example:

October	- "Japanese Cooking" with	Hiroko Borish-sensei
		Karen Eckles
		Sue Taylor
		Sue Williams
		Cindy Cole
		Hallie Reed

FOLLOWUP:

Call each member on the hospitality team at least two weeks in advance. Everyone needs a reminder. Pick one person to be team leader. Team Leader usually provides the arrangement for Hospitality. If the team leader does not want to do the arrangement, pick one person yourself.

PROVISIONS:

We have started a more wholesome fare for the members. However, the next Hospitality has the discretion to ask the volunteers to bring cheese and crackers, soup or salad or just sweets. Please note that the volunteers provide the food without compensation.

SPECIAL EVENTS:

The Luncheon and Workshop: It is up to Hospitality whether to order box lunches for everyone attending the Workshop or provide food from the members.

EXHIBITION:

Ask Exhibition Chair if they need help during the exhibition. Food is usually provided to the "setup volunteers". The Exhibition Chair will need our totes from storage including coffee, cups, plates, etc.

Exhibition also will need the black table cloths belonging to Hospitality. Be sure to retrieve all of them after the Exhibition.