

PPWG Hospitality Chair

(Revised April, 2019)

The Hospitality Coordinator arranges for refreshments for each of the monthly guild meetings.

Term of office is normally one year but may be extended.

Responsibilities:

1. Find 2 volunteers to bring snacks to each meeting. A list can be passed around to obtain these volunteers at the May meeting and again in September to finish filling the list for the guild year.
2. Send a reminder email with guidelines attached to the volunteers one week before the meeting.
3. Forward names of snack volunteers to the web chair and the newsletter editor for publication.
4. Supplies are stored on the top shelf of the library cabinet. The librarians, hospitality chair and president have a key to the cabinet.
5. Inventory supplies and replace as needed and give receipts to the treasurer for reimbursement. Submit a hospitality budget to the treasurer in May or June.
6. Coordinate the set up for the December Pot Luck, ask for decorations, table set up and ensure clean up happens.
7. Schedules and manages the sign up for the May luncheon for the guild.