



Gulf Coast Garden Club Position Description Form

Position Name

Hospitality Chairperson

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Committee Name: Hospitality

Position Overview:

- Serve as chairperson of Hospitality Committee.
- Solicit volunteers annually to serve as members on the Hospitality Committee.
- Circulate Refreshment Sign Up Sheet at monthly meetings in May, Oct and January. No refreshments needed for December (Christmas Luncheon) or April (Spring Luncheon).
- Oversee Hospitality for monthly GCGC Meetings. Only 6 meetings a year. Easy! A chance to meet more members.

Skills/Abilities/Other Requirements:

Organization skills

Arrive early and remain after meetings for set up and clean up.

Essential Position Functions:

- Arrive at Unity Church of Bonita Springs to make coffee and set up by 8:15. Church will be open at 8:00. Bring half n half, sugar, lemon slices for water. Kathy will bring coffee, water dispenser, stirrers, cups, plates and napkins. Save receipts for reimbursement.
- Contact Hostess for meeting a week before to see if they need anything, for example, a particular color or clear plate on which the refreshments might be placed. Ask Hostess to bring design in before 8:30 to set up and to stay with the design to explain any other tips that would be helpful to new designers.
- Call members who are bringing refreshments about 5 days before the meeting to discuss what they would like to bring. Let them know what others are bringing (to avoid duplication) and offer suggestions such as fruit, cheese, crackers, deviled eggs., etc. Provide names of refreshment volunteers to Anina Bachrach.
- Mail Thank You note to hostess (purchase if needed).
- Clean Up!

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