

"TO DO LIST" - CHAIR - HOSPITALITY

MONTH

ACTION NECESSARY

MAY

- Contact the Hostess for May General Meeting a week before to review supplies for General Meeting (particular color or clear plate for refreshments, etc.). Request the Hostess to bring design in before 8:30 a.m. Remind the Hostess to remain with the design to explain designing techniques to members and answer any questions.
- Contact members who are bringing refreshments about 5 days before the General Meeting to discuss what they are planning to bring. Advise them of the refreshments others are bringing to avoid duplication.
- Second Monday of the month, attend last official General Meeting of the season.
- Arrive at Unity Church to make coffee and set up by 8:15 a.m. Bring half n half, sugar, lemon slices for water. Bring coffee, water dispenser, stirrers, cups, plates and napkins.
- Share the names of refreshment volunteers with club photographer, Anina Bachrach.
- Oversee Hospitality clean up following the meeting.
- Send Thank-You note to Hostess
- Annually, provide newly appointed Hospitality Chair with training and all pertinent information for assuming role as of June 1st. Ensure newly appointed Hospitality Chair receives copy of Position Description and To Do List for the next season. Ensure newly appointed Hospitality Chair receives support/guidance in his/her role for next season.
- Annually, appoint Hospitality Committee to help solicit volunteers for Hospitality for next season (Hostesses and Refreshments).

JUNE-SEPTEMBER

- Attend Summer Meetings if possible.
- Work to finalize list of Hostesses and members bringing in refreshments, identifying specific monthly meeting they are assigned for centerpieces and refreshments. Sign up sheets for refreshments should be made available at General Meetings throughout the season.
- Provide list of Hostesses and monthly meeting assignments to the 1st VP for inclusion in the Yearbook.

OCTOBER

- As requested by the President during the season, attend Board of Directors Meeting(s) the first Monday of the month.
- Contact the Hostess for October General Meeting a week before to review supplies for General Meeting (particular color or clear plate for refreshments, etc.). Request the Hostess to bring design in before 8:30 a.m. Remind the Hostess to remain with the design to explain designing techniques to members and answer any questions.
- Contact members who are bringing refreshments about 5 days before the General Meeting to discuss what they are planning to bring. Advise them of the refreshments others are bringing to avoid duplication.
- Second Monday of the month, attend first General Meeting.
- Arrive at Unity Church to make coffee and set up by 8:15 a.m. Bring half n half, sugar, lemon slices for water. Bring coffee, water dispenser, stirrers, cups, plates and napkins.
- Share the names of refreshment volunteers with club photographer, Anina Bachrach.
- Oversee Hospitality clean up following the meeting.
- Send Thank-You note to Hostess
- Ensure any receipts for reimbursement of expenses are given to the Treasurer.

NOVEMBER

- Contact the Hostess for November General Meeting a week before to review supplies for General Meeting (particular color or clear plate for refreshments, etc.). Request the Hostess to bring design in before 8:30 a.m. Remind the Hostess to remain with the design to explain designing techniques to members and answer any questions.
- Contact members who are bringing refreshments about 5 days before the General Meeting to discuss what they are planning to bring. Advise them of the refreshments others are bringing to avoid duplication.
- Second Monday of the month, attend General Meeting.
- Arrive at Unity Church to make coffee and set up by 8:15 a.m. Bring half n half, sugar, lemon slices for water. Bring coffee, water dispenser, stirrers, cups, plates and napkins.
- Share the names of refreshment volunteers with club photographer, Anina Bachrach.
- Oversee Hospitality clean up following the meeting.
- Send Thank-You note to Hostess

DECEMBER

- If December meeting is held at Unity Church, contact the Hostess for December General Meeting a week before to review supplies for General Meeting (particular color or clear plate for refreshments, etc.). Request the Hostess to bring design in before 8:30 a.m. Remind the Hostess to remain with the design to explain designing techniques to members and answer any questions.
- Contact members who are bringing refreshments about 5 days before the General Meeting to discuss what they are planning to bring. Advise them of the refreshments others are bringing to avoid duplication.
- Second Monday of the month, attend General Meeting.
- Arrive at Unity Church to make coffee and set up by 8:15 a.m. Bring half n half, sugar, lemon slices for water. Bring coffee, water dispenser, stirrers, cups, plates and napkins.
- Share the names of refreshment volunteers with club photographer, Anina Bachrach.
- Oversee Hospitality clean up following the meeting.
- Send Thank-You note to Hostess

JANUARY

- Contact the Hostess for January General Meeting a week before to review supplies for General Meeting (particular color or clear plate for refreshments, etc.). Request the Hostess to bring design in before 8:30 a.m. Remind the Hostess to remain with the design to explain designing techniques to members and answer any questions.
- Contact members who are bringing refreshments about 5 days before the General Meeting to discuss what they are planning to bring. Advise them of the refreshments others are bringing to avoid duplication.
- Second Monday of the month, attend General Meeting.
- Arrive at Unity Church to make coffee and set up by 8:15 a.m. Bring half n half, sugar, lemon slices for water. Bring coffee, water dispenser, stirrers, cups, plates and napkins.
- Share the names of refreshment volunteers with club photographer, Anina Bachrach.
- Oversee Hospitality clean up following the meeting.
- Send Thank-You note to Hostess

FEBRUARY

- Contact the Hostess for February General Meeting a week before to review supplies for General Meeting (particular color or clear plate for refreshments, etc.). Request the Hostess to bring design in before 8:30 a.m. Remind the Hostess to remain with the design to explain designing techniques to members and answer any questions.
- Contact members who are bringing refreshments about 5 days before the General Meeting to discuss what they are planning to bring. Advise them of the refreshments others are bringing to avoid duplication.
- Second Monday of the month, attend first General Meeting.
- Arrive at Unity Church to make coffee and set up by 8:15 a.m. Bring half n half, sugar, lemon slices for water. Bring coffee, water dispenser, stirrers, cups, plates and napkins.
- Share the names of refreshment volunteers with club photographer, Anina Bachrach.
- Oversee Hospitality clean up following the meeting.
- Send Thank-You note to Hostess
- Review Hospitality expenses for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to the Treasurer by mid month.

MARCH

- Contact the Hostess for March General Meeting a week before to review supplies for General Meeting (particular color or clear plate for refreshments, etc.). Request the Hostess to bring design in before 8:30 a.m. Remind the Hostess to remain with the design to explain designing techniques to members and answer any questions.
- Contact members who are bringing refreshments about 5 days before the General Meeting to discuss what they are planning to bring. Advise them of the refreshments others are bringing to avoid duplication.
- Second Monday of the month, attend General Meeting.
- Arrive at Unity Church to make coffee and set up by 8:15 a.m. Bring half n half, sugar, lemon slices for water. Bring coffee, water dispenser, stirrers, cups, plates and napkins.
- Share the names of refreshment volunteers with club photographer, Anina Bachrach.
- Oversee Hospitality clean up following the meeting.
- Send Thank-You note to Hostess

APRIL

- If Annual Meeting is held at Unity Church, contact the Hostess for April General Meeting a week before to review supplies for General Meeting (particular color or clear plate for refreshments, etc.). Request the Hostess to bring design in before 8:30 a.m. Remind the Hostess to remain with the design to explain designing techniques to members and answer any questions.
- Contact members who are bringing refreshments about 5 days before the General Meeting to discuss what they are planning to bring. Advise them of the refreshments others are bringing to avoid duplication.
- Second Monday of the month, attend Annual Meeting.
- Arrive at Unity Church to make coffee and set up by 8:15 a.m. Bring half n half, sugar, lemon slices for water. Bring coffee, water dispenser, stirrers, cups, plates and napkins.
- Share the names of refreshment volunteers with club photographer, Anina Bachrach.
- Oversee Hospitality clean up following the meeting.
- Send Thank-You note to Hostess
- Review copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure a process is in place for monitoring Hospitality expenses during the next fiscal year.