

## TH&SG Hospitality Committee Chair Job Description

**The Hospitality chairperson**, with the support of Guild members, is responsible for refreshments and drinks for the monthly general meetings. The Chairperson is also responsible for facilitating two potluck lunches, one in December and another in May at the general meetings. The Hospitality Committee is responsible for the sign-up and for the setup of refreshments, coffee and tea at each meeting.

### Duties:

1. The hospitality committee usually has three members.
2. The chair is responsible for making the morning break snacks a pleasant experience for guild members. In order to succeed the chair needs to arrive an hour early (8:30) to start the coffee pot so coffee is ready by 9:15 – 15 minutes before the meeting starts.
3. The chair keeps the paper plates, napkins and plastic utensils supplies ample. She stores all the “stuff” needed for the general meetings, which is in 6 large storage boxes.
4. Every meeting she buys fresh coffee, 1/2&1/2 and 2% for the coffee table.
5. During the meeting she passes around the sign-up sheet for members to commit to snacks and juice for the next meeting.
6. A week before the general meeting, she emails everyone who signed up to remind them to bring something.
7. There are 2 potlucks each year. One for the holiday in December and the other for the end-of-year meeting in May. These events are larger than the regular meetings and require everyone to bring a dish. Also, the meeting room is set up with tables for 75 people. The chair should make sure the table/chair arrangements are made to fit our needs.
8. During a meeting, the chair and her committee manages the kitchen as dishes arrive, making sure everything is presentable. Also, she has to be aware of cleanliness of table surfaces and dishes.
9. After the break is over, the chair and her committee clean up and return unused food to their owners.
10. She and the committee clean the tablecloths and anything else that needs cleaning before returning everything back in the 6 storage boxes.