

General Meeting Hospitality Chair—Job Description

Preparation

- Starting at Christmas party, put out a signup sheet for each month with at least eight (based on current membership) at least eight or more slots for people to sign up and provide their phone number.
- Encourage people to sign up more than once during the year and write it in their calendar.
- The Monday or Tuesday of the meeting week make a reminder call to each member who sign up to bring a food item that month.
- Inform those who sign up that they are responsible in helping with clean up after meeting
- Keep and maintain a current inventory of supplies (paper plates, napkins, cups, coffee filters, coffee, creamer, tea, utensils, etc).
- Provide a monthly listing of items that require resupplying to be given to Dorothy Welton (or person who agrees to purchase items). If no volunteers, or if Chair is unable to purchase items, give sheet to Guild President.
- Maintain coffee makers and other equipment belonging to the guild.

Monthly Meeting Activity

- Arrive 20-30 minutes early set up:
 - Ice water (bottle water) should be available for members at every meeting during the warmer months.
 - Ensure that the refreshment table is cleared and ready for refreshments
 - Prepare coffee and/or water for tea.
 - Set up utensils, napkins, plates, cups (for coffee, water, tea) sugar, creamer, tea bags etc are available for members.
 - As people arrive with their refreshments, make sure they're attractively place and that any needed serving implements are obtained.
- As needed, circulate refreshment sign up list for members to bring refreshments and drinks during guild meetings.
- At those meetings where refreshments are handled differently (e.g. holiday party, ice cream social, sew days), make sure supplies (plates, utensils, napkins, cups, coffee, etc) are available.

Post-Meeting

- After the meeting, clean up refreshment area:
 - See that those who brought refreshments take the remainders, and the respective dishes, with them and assist them with the cleanup.
 - Distribute any open drink bottles to either the person(s) who provided them or to other willing recipients. Store un-opened bottles in assigned pantry cabinet.
 - All perishable items that have not been claimed will be discarded.
 - Clean the guild's coffee equipment and store in the assigned pantry cabinet.

Post-Meeting (continued)

- Any grange equipment used, clean and replace appropriately.
- Store all paper supplies in assigned pantry cabinet.
- Wipe down all counters.
- Gather trash and deposit bags in the outside bin. Replenish trash bags. Do this last (as late as possible to ensure that all trash---especially food related trash---gets removed from the building).

Budget

- Submit a budget for the fiscal year
- Items purchased on behalf of the guild are reimbursable, following these guidelines:
 - Obtained receipts for all purchases.
 - Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year.
 - Give all receipts and completed forms to the Treasurer for reimbursement.

Other Duties

- ***Preparation for Board Meeting***
 - Attend monthly Board Meetings
 - Review minutes from prior board meeting and be prepared to submit any correction
 - Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed
 - Example: A change to an operational document
- ***Chair Person Committee Report***
 - At the end of the year, the chairperson submits a report to the President on or before January's Board Meeting. It should include all information about the past year, budget, or other concerns and recommendations for the next year.
- ***Job Description:***
 - Review annually and update as needed.
- ***Transition:***
 - Turn in supplies and projects, whether completed or not, to the new chairperson at the December General Meeting
 - Be available resource as needed to incoming chair