

Illinois Prairie Weavers

Hospitality Chair Responsibilities

In General

The Guild has traditionally provided refreshments and a time for visiting with other members between the monthly meeting and that day's program. The Hospitality Committee Chair (appointed by the President) is responsible for this. There is no term limit.

As a Committee Chair of the Guild, the Hospitality Chair performs this job on behalf of the entire Guild. This person is also a member of the Board (see job description), being expected to attend and actively participate in those meetings.

The Hospitality Chair may seek volunteers to serve as a committee, if this would help with hospitality responsibilities. Typically, two volunteers bring the food to each monthly Guild meeting to be shared by the Guild members.

Specific Duties

Take possession of the hospitality supplies from the prior Hospitality Chair as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies you need. Supplies include a coffee urn, a hot water urn, coffee, tea bags, sweeteners, dry creamer, stirring sticks, napkins, hot cups, plates, spoons and a rolling carrying case for transporting those supplies to and from meetings.

Attend the June/July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Hospitality Chair to learn specifics about doing the job, or train your successor.

Attend the monthly Guild and Board meetings, reporting as Hospitality Chair and obtaining any input or assistance you need for Hospitality or other matters.

Keep safe, maintain and replenish the supplies between meetings.

Coordinate the volunteers who bring food. Usually two have signed up for each month. Remind volunteers a week ahead of time of their commitment and assist them in finding substitutes if necessary. Announce and thank those volunteers at the meeting.

Be mindful of food restrictions and allergy concerns. At this writing, we are meeting in the community room of a Jewish congregation, and they ask us to observe their food restrictions (no ham or pork products, and no shrimp or other shellfish). In addition, we need to be mindful of any allergies of members, such as nuts. Make sure volunteers who are bringing refreshments are aware of these things, and that they make signs for their dishes if they contain ingredients to which any member is allergic.

Arrive early for all guild meetings, start the coffee urn and hot water urn, and set up the refreshment areas.

Assist food volunteers with setting out their food donations for the members to enjoy.

Welcome and hostess visitors and newcomers, showing them how things are set up for refreshments and helping them feel at home.

Tear down and clean up the hospitality area when the meeting is over, assisting the food volunteers with packing up any leftovers and making sure we leave things neat and clean before we leave.

Recycling is a priority among our members. Encourage members to bring mugs to meetings, and try to do as much recycling as possible with the things we use.

Submit Hospitality news to the Newsletter Chair for newsletters, such as reminders of the food volunteers for upcoming meetings. Send guild e-mails if desired.

Circulate a sign-up sheet at the April, May and June meetings for 2 volunteers to bring food to each meeting of the forthcoming year. When it is completed, notify the Yearbook Chair, so the names can be included in the yearbook.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's Hospitality to the Treasurer by March to be included in next year's budget.

Make a report in May of highlights of the year to be included in the President's written annual report.

Make a detailed checklist, and update it regularly, for setting up and tearing down beverage and food at monthly Guild meetings. Keep the checklist with the supplies in case a substitute is needed. Use it to supplement this job description and to train your successor.

Review this job description (and any checklists) for any updates you can recommend (to the Documents Chair) to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

Estimated Time Commitment

- ~ 2 1/2 - 3 hours monthly, setting up and reminding hostesses
- ~ 2 hours annually purchasing supplies, submitting expenses, submitting estimated expenses for budget, submitting news
- ~ 2 hours annually updating checklist, job description, communications, etc.
- ~ Plus time at Guild and Board Meetings

(Reviewed/tweaked 2023)