

Quilters' Sew-ciety – Hospitality

Description – Revised 2025

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A one-year term with the option of serving any number of consecutive terms: Two Members (can request for volunteers to assist)
- C. **Overview of Responsibilities:**
- D. Coordinate and oversee the food/beverage aspect of the two joint QS guild meeting: July and December
- E. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. Oversee the food aspect of the two joint QS meetings
 - a. Buy, make and/or serve beverages for the joint meeting
 - b. Using the QS Hospitality budget, supply the paper products for this meeting
 - i. Paper plates, cups, napkins, and plastic utensils if needed
 - c. Communicate to the QS members who is to bring which food to joint meeting
 - i. Hospitality committee can determine how this should be done
 - 1) For example, dividing the membership list by last name was done: A-M brought desserts: N-Z brought the savory snacks.
 - ii. Make an announcement regarding the bringing of food for joint QS meeting at least one month prior to join meeting, along with a hard copy of the announcement given to the QS secretary
 - iii. Food information should also be sent to the QS Facebook Administrator, Website Administrator,

and Newsletter Editor at least one month before the joint meeting

- d. Set up any tables needed for the desserts, paper products and beverages
3. Contact the Church office one month ahead to coordinate times for setup and kitchen access. Also provide to the office the number of tables needed for the joint meeting.
4. After the food has been served, clean up and take down needs to be completed
5. This should include the area where the food was served as well as the building kitchen are if used

F. Other:

G. Contact President Elect with Hospitality concerns or problems

1. Prepare a Quilters' Sew-ciety Year-End Report regarding the duties completed
 - a. This original report is given to the President under which you served, with a copy of this report kept with the Hospitality records