

Quilters Sew-ciety –Hospitality

Job Description: Revised 2018

Organization Relationship: Standing Committee

Term: A one-year term with the option of serving an unlimited number of consecutive terms

Committee composition: Two members (can request for volunteers to assist)

Overall Responsibilities:

- Coordinate and oversee the food/beverage aspect of the two joint QS guild meeting: July and December.

Responsibility Details:

- Oversee the food aspect of the two joint QS meetings
 - Buy, make and/or serve beverages for the joint meeting
 - Using the QS Hospitality budget, supply the paper products for this meeting
 - Paper plates, cups, napkins, and plastic utensils if needed.
 - Communicate to the QS members who is to bring food to which joint meeting
 - Hospitality committee can determine how this should be done.
 - In previous years, dividing the membership list by last name was done: A-M brought desserts for July: N-Z brought the desserts for December.
 - 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.
 - Food information should also be sent to the QS Facebook Administrator, Website Administrator, and Newsletter Editor at least one month before the joint meeting.
 - Finger foods, brought in disposable containers, have been encouraged to minimize the need for utensils and because of limited seating space in our current location.
 - Set up any tables needed for the desserts, paper products and beverages.
 - Contact the QS President with the number of tables needed for the joint meeting at least one week before the joint meeting
 - Obtain a kitchen key from facility where QS meets sometime during the week prior to the joint meeting.
 - After the food has been served, clean up and take down needs to be completed.
 - This should include the area where the food was served as well as the building kitchen are if used.
 - Return the kitchen key to the facility as soon after the joint meeting as possible.

Other

- Contact President Elect with Hostess committee concerns or problems
- Maintain a record of all recorded minutes and duties completed during your term.
 - Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed.
 - This original report is given to the President under which you served, with a copy of this report kept with the Evening Secretary's records.