

## Quilters Sew-ciety – Day/Evening Hostesses

Job Description: Revised 2018

**Organization Relationship:** Standing Committee

**Term:** A one-year term with the option of serving any number of consecutive terms

**Committee composition:** Four members: two day and two evening hostesses

**Overall Responsibilities:**

- Create a welcoming atmosphere for all those attending the QS Guild meetings

**Responsibility Details:**

### General Guild Meetings

- Hostesses should arrive at least 30 minutes before the start of the guild meeting
- Obtain the roll of numbered tickets from QS storage cabinets (*afternoon meeting*) or sitting at door (*evening meeting*).
- Before the meeting, consult the Program Chair for the door prize from speaker. If there are not any prizes from the speaker, use from your stash of extra door prizes.
  - Collect and maintain extra door prizes in case the speakers do not have any to donate.
  - Be sure the day and evening Hostesses have access to the door prizes.  
Due to storage issues, hostesses should store the extra prizes at home and bring two to each meeting. If day or evening hostesses are getting low, they should contact each other to provide the necessary prizes. At the end of a hostess' term, the prizes should be transferred to the incoming hostesses."
- If a budget from the Guild is needed so you can purchase some prizes, speak with the President and President Elect specifying the reasons and how much you feel is required. This meeting should take place by mid-November of each year, as the proposed budget for the following year is normally completed by the end of the year so the Board of Directors can vote on the budget come January.
- As each person enters the meeting room, greet them, check their nametags for the expiration date of their membership, and give them a numbered door prize ticket.
  - First ticket to the membership person and the last ticket number (not actual ticket) to the membership person at the end of the meeting. These are used to tabulate attendee counts at both day and evening meetings.
  - The numbered tickets are used for a door prize drawing held later in the meeting and to obtain an attendee count.
- New members, guests, people needing to renew membership or people who have forgotten their name tag, should be guided to the Membership table to obtain a one-time nametag.
- Conduct the door prize drawing
  - At the time of the door prize drawing within the guild meeting, check with the attendees to make sure everyone has a ticket.
  - Conduct the door prize drawing
  - No more than two prizes should be given per meeting.

### Other

- Contact President Elect with Hostess committee concerns or problems
- Maintain a record-of 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.
    - When double-ticket rolls get low in volume, speak to Membership Chairpersons for them to purchase another roll of tickets for your group.