

## **Pioneer Quilters Guild Position Responsibilities – Hospitality**

### 1. Summary description of position/committee responsibilities

- Submit budget request to treasurer
- Assign members to bring refreshments to monthly meetings from January through November.
- Assign all members to bring snacks to December party.
- Set up table, supplies for snacks, coffee and hot water for tea.
- Keep inventory of supplies and purchase what is needed.
- Clean up kitchen and empty trash at end of meetings.
- Coordinate with Program chairman for Christmas party in December.

### 2. Approximate time commitment

Monthly: On meeting dates, 6pm to end of meeting, plus time to clean up. Time to e-mail reminders and to shop for supplies if necessary.

Yearly: a few hours to set up monthly snack schedule, 5 minutes to submit budget. Time to coordinate with Program chairman for Christmas party. Arrive early at December meeting to help set up for party.

### 3. Number of members on position/committee. Three or more

### 4. Forms used, contact information for vendors or service providers, software used, etc:

Use form provided on our web page for submitting budget request and reimbursement requests. Use the membership list for the year to assign monthly snack providers (members). Supplies can be purchased anywhere. We used Walmart, Dollar store, Target, Smart and Final, grocery stores.

### 5. Detailed description of tasks/responsibilities:

#### a. Yearly tasks:

Use random.org on the web. Tell it how many members are on the list and it will generate a list of that many numbers in random order. Then apply that to the year's membership list. You will need refreshments for 10 months so there will be approximately 15 people assigned for each month. There is no July meeting and in December everybody is assigned to bring either a hors d'oeuvre, an entrée, or a dessert (example: Names beginning with A through K bring a dessert).

Help Program committee set up food and tables for Christmas party.

NOTE: January assignments will have to be sent out in the December newsletter. They will have to be assigned using the list from the previous year and you will have to check with the membership committee to make certain you pick 15 people who are on next year's list. Then when the random numbers are assigned, take those 15 people out of the random list so they don't get assigned twice.

Send the assignments for each of the 10 months to the webmaster and to the editor of the

newsletter. The assignments will be listed on our web page, and the newsletter editor lists the assigned members for the coming month in each newsletter. Also send the assignments to the committee member who will be reminding each month, the persons assigned to bring food.

b. Monthly tasks:

One member needs to arrive around 6pm to open up. Refreshments are to be ready by 6:30. Get supply boxes from storage area; check the inventory and assign somebody on the committee to buy what is necessary. Set up the table for the snacks. Make regular and decaf coffee and hot water for tea. (Make as needed throughout meeting.) After meeting, clean all pots, dishes, wipe table and counters, put supplies away, empty all trash cans and take the trash bags out to the dumpster in the parking lot.

c. Other tasks: Submit bills for purchases to Guild treasurer for reimbursement.

6. Financial Information: Budget approx. \$100

7. Transition: Schedule date to hand off materials to and train incoming member