

# Redwood Empire Quilters Guild

## Job Description

Rev. 08/2010

Job Title	Hospitality
Voting Board Member	No
Key Responsibilities	Responsible for the setup and cleaning of the snack area. During potluck months of December and June also helps coordinate the potluck.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> <li>• Purchase any replacement items or any new items needed.</li> <li>• Especially for potluck meetings may need extra supplies and/or décor items.</li> <li>• Seasonal décor items are maintained in our offsite storage and may need to be pulled prior to a meeting if they are going to be used.</li> <li>• Work with 1<sup>st</sup> Vice President on planning for potluck meetings.</li> <li>• At least one week prior to guild meeting tell President if you need any special table setup otherwise President will submit standard setup to Redwood Acres.</li> </ul>
Tasks During Guild Meeting	<ul style="list-style-type: none"> <li>• Arrive at meeting 15 minutes prior to social hour to set up.</li> <li>• Feel free to spruce up the snack area with appropriate décor items and/or table coverings.</li> <li>• Get supplies from storage at Redwood Acres which can include napkins, spoons, cups, coffee, tea, drink dispenser, etc.</li> <li>• A box of serving utensils is maintained for use by Hospitality primarily during potlucks.</li> <li>• For potluck months, turn on the oven at a low temperature so that hot food can be placed inside to be kept warm.</li> <li>• There should be 2 tables and the counter in the kitchen available for snacks and beverages.</li> <li>• Make beverages that include coffee, hot water, and possibly punch or lemonade in drink dispenser.</li> <li>• Watch as snacks delivered and use knife to cut up if necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>• During potluck months try and set up some order to the buffet line with desserts at the end or on a separate table.</li> <li>• Remove empty plates and clean or dispose of as necessary.</li> <li>• Members are supposed to take their non-disposable serving items home but occasionally forget so Hospitality maintains a lost and found of serving items.</li> <li>• Clean up table and return supplies to storage area.</li> <li>• Make a note of any items that need replacing.</li> </ul>
Newsletter Articles	Necessary if special theme or special group needed to bring snacks.
Preparation for Board Meeting	<ul style="list-style-type: none"> <li>• Read minutes from prior board meeting and be prepared to submit any corrections.</li> <li>• Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.</li> </ul>
Financial Impact – Income	None
Financial Impact – Expense	Expenses include: <ul style="list-style-type: none"> <li>• Coffee</li> <li>• Teas</li> <li>• Creamer</li> <li>• Sugar</li> <li>• Sugar substitute</li> <li>• Juice, punch, lemonade mix</li> <li>• Napkins</li> <li>• Coffee stirrers</li> <li>• Spoons</li> <li>• Cups</li> <li>• Table covers</li> <li>• Other items as needed : plates, bowls, etc.</li> </ul>
Interfaces with which Other Board Members	Works with 1 <sup>st</sup> Vice President on potluck meetings.
Interfaces with Outside people/companies	None