

Job Description  
VUBC Unit 547 Hospitality Coordinator

The Unit Hospitality Coordinator shall:

- Be a member of the Board.
- Provide direction to Unit Sectional Tournament Hospitality Chairs
- Maintain Inventory of Unit hospitality supplies in storage.
- Inventory and purchase necessary hospitality supplies for regular Ventura club games at the Temple Beth Torah and Camarillo Sr. Center. such as coffee, coffee cups, etc.
- Ensure that “goodies” are available and provided at all Temple Beth Torah club games.
- Manage the hospitality for special non-tournament Unit and Ventura Club game events such as the Annual Meeting, annual Holiday game, Awards Game, etc.

Reference Material and Electronic Source Files:

1. ACBL Handbook of Rules and Regulations  
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>