

Hospitality Chair- Job Description

9/2021

The Hospitality Chair makes arrangement for the club's refreshments at each monthly meeting.

Responsibilities:

- She shall arrange for a Chair and hostesses for each meeting, contacting the chairperson before her name appears in the yearbook. A compiled list must be given to the Yearbook Chairperson by July 15. Each member of the club will be assigned a month to provide refreshments.
- Chair and hostesses are responsible for setting up the food table for meetings, planning and serving refreshments appropriate for each meeting and cleanup to the original condition.
- A member must arrange for a substitute if she can not attend when she is scheduled to serve on the Hostess Committee. (Guilford Garden Club Bylaw #14)
- The Hospitality Chair will arrange for members to host the Board Meetings in their homes for the months of September, October, November, January, February, March, April, May and June meetings. If weather is a factor, the community center may be booked for the January, February and March meetings. If so, she should book the room for the club. If meeting at the community center, she may choose to provide coffee and tea. Other Board members will be encouraged to bring something to eat. These names must also be in the Yearbook by July 15.
- Because it is the goal of the club to have its new members feel welcome, the Hospitality Chair is encouraged to greet new members at meetings and make sure they are comfortable and participate in all aspects of the club.

Hostess Guidelines

For September, November, January, March and May Meetings

- The overall responsibility of the hostess committee is to provide lunch refreshments for the monthly meetings by setting up the food and beverage tables and cleaning up when the meeting is done.

- The Chair of the hostesses should remind members of the committee to each bring a plate of 24 small sandwiches and a plate of 24 desserts. These should arrive $\frac{1}{2}$ to 1 hour before the meeting starts. It is a good idea for the committee members to let the chair know what they are bringing beforehand in order to avoid duplication. It may also be a good idea if a couple of the committee members double up on sandwiches and not bring desserts in order to avoid a surplus of sweets.

- The committee decides what type of beverages to provide. The club has two pots, one for coffee and another one for hot water for tea. The Club also has a large dispenser for water. Coffee, tea bags, sugar, and sugar substitute are provided in the supply bins. They may need to be replenished during the year. Milk and Half and Half are purchased by the committee for the meeting as required. The committee may choose to purchase and provide other type of beverages. The cost is then shared by the committee members. If the meetings are held in the St. George Church Hall, the club may use St. George's own coffee and coffee makers.

- An artistic arrangement should be provided for the food table. The Chair should coordinate who will do it, whether it is a member of the committee or another member.

- The club owns 4 off white tablecloths that fit the long tables in the hall. It is the choice of the committee whether or not to use them.

- Provide plates, napkins, cups and plastic utensils as needed for the food and beverages. If they are purchased, the cost is shared by the members of the committee.

- The hostess chair should pick up the bins from the previous month's hostess chair. After her event is over, she then hands them to the next month's chair.

- Encourage committee members to wear their green Guilford Garden Club aprons.

Hostess Guidelines for October Meeting with Leete's Island Garden Club

- The responsibility of the chairperson for the Joint Meeting is rotated back and forth between the 2 clubs.
- If it is the Guilford Garden Club's turn to chair, then the committee is responsible for the table decorations and paper goods as well as providing the plates of sandwiches and desserts and beverages.
- If it is Leete's Island turn, the committee only has to provide the plates of sandwiches and desserts.
- The Chair of the hostesses for the month should be in contact with the Leete's Island Chair to coordinate their efforts.

When the chairmanship is Guilford Garden Club's responsibility, the following guidelines apply:

- The Chair of the hostesses should remind members of the committee to each bring a plate of 24 sandwiches and a plate of 24 desserts. These should arrive $\frac{1}{2}$ to 1 hour before the meeting starts. It is a good idea for the committee members to let the chair know what they are bringing beforehand in order to avoid duplication. It may also be a good idea if a couple of the committee members double up on sandwiches and not bring desserts in order to avoid a surplus of sweets.
- The committee decides what type of beverages to provide. The club has two pots, one for coffee and another one for hot water for tea or hot chocolate. The Club has a large dispenser for water. Coffee, tea bags, hot chocolate, sugar, and sugar substitute are provided in the supply bins. They may need to be replenished during the year. Milk and Half and half is

purchased by the committee for the meeting, as required. If the meeting is at St. George Church Hall, the club may use their coffee and coffee makers. The committee may choose to purchase and provide other provide other types of beverages. The cost is then shared by the committee members..

- All supplies, including the tablecloths, may be found in the 4 large bins with green lids. The hostess chair for a given month will be in charge of the bins and will hand them to the chair for the next month so that she may take stock and see what needs to be replaced.
- An artistic arrangement should be provided for the food table. The Chair should coordinate who will create it, whether it is a member of the committee or another member.
- The club owns 4 off white tablecloths that fit the long tables in the hall. It is the choice of the committee whether or not to use them.
- Provide plates, napkins, and cups for the food and beverages. If these are purchased, the cost is shared by the members of the committee.
- Please encourage the committee members to wear their green Guilford Garden Club aprons on the day of the meetings.

Hostess Guidelines for the April Tri-Meeting with Leete's Island Garden Club and the Garden Club of Madison.

- The responsibility of the chairperson for the Tri-Meeting is rotated between the 3 clubs.
- If it is the Guilford Garden Club's turn to chair, then the committee is responsible for the table decorations, paper goods, plates of sandwiches, dessert and beverages.
- If it is Leete's Island or Madison's turn, the committee only has to provide the plates of sandwiches and desserts.
- The Chair of the hostesses for the month should be in contact with the Club who is chairing the meeting to coordinate their efforts.

When the chair is the Guilford Garden Club's responsibility, the following guidelines apply:

- The Chair of the hostesses should remind members of the committee to each bring a plate of 24 sandwiches and a plate of 24 desserts. These should arrive $\frac{1}{2}$ to 1 hour before the meeting starts. It is a good idea for the committee members to let the chair know what they are bringing beforehand in order to avoid duplication. It may also be a good idea if a couple of the committee members double up on sandwiches and not bring desserts in order to avoid a surplus of sweets.
- The committee decides what type of beverages to provide. The club has two pots, one for coffee and another one for hot water for tea or hot chocolate. The Club has a large dispenser for water. Coffee, tea bags, hot chocolate, sugar, and sugar substitute are provided in the supply bins. They

may need to be replenished during the year. Milk and Half and Half is purchased by the committee for the meeting, as required. If the meeting is at St. George Church Hall, the club may use their coffee and coffee makers. The committee may choose to purchase and provide other types of beverages. The cost is then shared by the committee members.

- All supplies, including the tablecloths, may be found in the 4 large bins with green lids. The hostess chair for a given month will be in charge of the bins and will hand them to the chair for the next month so that she may take stock and see what needs to be replaced.
- Please encourage the committee members to wear their green Guilford Garden Club aprons on the day of the meetings.
- An artistic arrangement should be provided for the food table. The Chair should coordinate who will create it, whether it is a member of the committee or another member.
- The club owns 4 off white tablecloths that fit the long tables in the hall. It is the choice of the committee whether or not to use them.
- Provide plates, napkins, and cups for the food and beverages. If these are purchased, the cost is shared by the members of the committee.
- All the supplies, including the tablecloths, live in 4 large bins with green lids. The hostess chair for a given month will be in charge of the bins and then will hand them off to the hostess chair for the next month.

Guilford Garden Club

Hostess Duties for the Guilford Garden Club's Annual Christmas Party

- Chair will circulate a sign-up sheet before the November meeting to determine attendance, as well as members' contribution of an hors d'oeuvre or a dessert (try to get an even distribution). The sign-up sheet should be brought to the workshops as well.
- Chair will contact Christmas Party hostess prior to the party to discuss arrangements, e.g. a convenient time to deliver supplies and centerpiece, setting up the coffee pot, etc.
- When attendance has been determined, chair will purchase 7" to 8" Christmas paper plates, as well as cups and cocktail napkins. The Club also provides plastic glasses, Half and Half, soft drinks (sodas, ginger ale) and ice. Request voucher from treasurer; fill out, attach receipts and return to the treasurer for reimbursement.
- Chair is responsible for ensuring that the hostess's home or venue is left in order.

Guilford Garden Club Hospitality Hostess duties for:

Monthly Meetings

October Meeting with Leete's Island Garden Club

December Holiday Get-together

April Tri-Meeting with the Garden Club of Madison and Leete's Island
Garden Club

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