



Mountain Garden Club Position Description Form

Position Name

Hospitality

Date Created: March 18, 2017

Form Creator Name: Jean Perry

Home Phone: _____

E-Mail Address: _____

Committee Name: Hospitality

Position Overview:

The chairperson will be responsible for lining up committees to provide beverage and goodies for our social hour with a theme at the monthly meetings and sales events. To assist at each meeting when necessary. To attend the board meetings.

Skills/Abilities/Other Requirements:

Organizational and communication skills

Essential Position Functions:

1. Get sign-up sheets out to general membership.
2. Finalize teams in place by the end of June; 6 member team, one being chairperson.
3. Check supplies and get them to the chairperson for September meeting.
4. Notify chairperson at least 3 weeks prior to meeting. Send "helpful" information to assist with the team.
5. Arrive at meeting early enough to oversee set-up to have consistency.
6. Oversee clean-up.
7. Pass supplies on to the next chairperson.
8. Attend monthly board meetings.

Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

Hospitality

Date Created: March 18, 2017 Form Creator Name: Jean Perry

Event/Pub Date: (appx) _____ Form Creator Tel.: _____

Date to Begin By: April Form Creator Email: _____

Committee Name: (If Applicable)

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
April meeting	Have sign-up forms at April meeting for members to select the monthly meeting they would like to help at.	At least six (6) members each month: one (1) to serve as Head Hostess
May meeting	Remind members to sign up at this meeting, if they have not already done so. Collect forms.	Personally ask members to sign up.
After May meeting	Call Members to fill empty slots.	
June meeting	Put sign-up forms out again if there are still empty slots. The list must be finalized & forwarded to Info Tech Chair	
June plant sale	After meeting, collect all supplies; coffee pots and storage containers	Last meeting with hospitality until September
August	Check and organize all supplies in storage containers and buy coffee, tea and sugars as needed	Have ready for September meeting
August	Update information sheet for Team Head. Attach a copy of the sheet to lid of one of the storage containers.	Helpful hints about supplies needed and food suggestions and number to plan for.
3 Wks. ahead	E-mail and/or call Team Head with names of the team and arrange for delivery/pick up of the storage containers. Team head should verify if additional supplies will be needed.	Remind Team Head to contact each team member to help with food and supplies.
1 Wk ahead	Contact Team Head to see that everything is on schedule for meeting.	The garden club supplies coffee, tea, sugars. All others are provided by team.
Day of	Get to meeting place early to unlock if necessary. Make coffee. Help with set-up if needed.	Making the coffee saves time and confusion with new teams coming in each month
Day of	After meeting hand off coffee pots and supplies to next month's hostess.	Name and phone number of monthly hostess will be listed on one of the containers & in Club booklet
Day of	Double check to be sure everything is cleaned up and all appliances are shut off. Lock up if necessary.	At Salyards particularly, it must be left as found. The floors must be left clean & all rubbish removed.