

## JOB DESCRIPTION: HOSPITALITY CHAIR

1. In April and May make up two separate 8  $\frac{1}{2}$  x 11 sign-up sheets to circulate at our monthly meetings. One for Refreshments with two people signed up for each month. The other sheet is for one person to bring a Raffle Item. Try and get the whole next calendar list filled or finish filling it at our September meeting. When complete, give a copy to our Website person, Newsletter person and a copy to our President by November. Keep two copies for yourself and call Monday or Tuesday before each of our meetings to remind those who signed up and what they signed up to bring.
2. If someone who signed up cannot bring goodies and they haven't asked anyone else, you can make a few phone calls or bring something in yourself to share to help lessen the task for our other "goodie" person.
3. The people bringing treats are self-sufficient but do check in with them at the meeting to thank them and ask if they need any help. The people bringing the treats are responsible for cleaning up afterwards unless they let you know they can't. Capital Manor is responsible to take care of the coffee containers and supplies.
4. In July/August call Capital Manor (503-362-4101) and ask for the kitchen. Let them know we would like to have coffee supplied for the next year beginning- - - etc.
5. We usually order 1 regular coffee, 1 decaf coffee, and 1 hot water which is sufficient for about 30 members. Cups are furnished by Capital Manor. If we need more coffee do give Capital Manor several days notice.

Also, check in with our Vice President before you call the kitchen in the summer to make sure arrangements for the room have been secured. **Impt:** if it is our year to do the **All Oregon Calligraphers' Conference**, Hospitality Chair helps by ordering or making up two corsages for our Chairpersons and making sure the Vendors have water supplied to them in their area. A few goodies are nice to have available for them as well. Enjoy and thanks for your help.