

Hospitality Responsibilities

Active members are asked to serve as hostesses and/or provide refreshments for at least one membership meeting each year. When you renew your membership annually, you will be given an opportunity to indicate when you are available to serve as a hostess or provide refreshments. Your assignment is listed by month. Hostesses are indicated in bold, with those providing refreshments underneath.

The Hospitality Committee makes it very easy for you to help. The goal is to have everyone participate so we can consistently provide a bountiful refreshment table that has plenty of choices for all to enjoy. **Please review these guidelines when it is your turn to head up the refreshments for a meeting.**

If your name is listed in bold for the month, you are a hostess for that meeting. As a hostess, please:

- Contact members listed under your name to verify that they, or someone they have designated, are planning to bring their assigned food item.
- Be sure that you or they make arrangements for someone else to bring their contribution if a member assigned to your team is unable to provide food for their assigned meeting.
- Arrive approximately 45 min. before the meeting to help put the food out as it arrives.
- Remain after the meeting ends to help with a light clean up.

If you are responsible for bringing refreshments, please arrive with them in time for the hostesses to arrange them for serving. As a convenience to other members, please label your item and its ingredients. You do not need to bring coffee, tea or any beverages or linens, napkins or other serving items. The Hospitality Committee Chairs handle all of that. Other club members will coordinate flower arrangements.

If you have any questions or concerns, please contact a Hospitality Committee Chair.