

Lower CT Valley Leadership Position Description

Position: Hospitality Chair(s)*

Board Member

Appointed without Term Limits

Responsibilities

1. **Creates an inviting environment** including beverages and refreshments for general and special meetings.
 - a. **Regular Meetings:** Paper goods and beverages. Designated members bring finger desserts/snacks.
 - b. **Special Meetings:** Paper goods, beverages, catered meals (for designated occasions). May provide theme-based decorations (e.g., Holiday Party, January Tea, Valentine's Luncheon).
2. **Sets up meeting space** with appropriate tables and chairs to be ready by meeting start. Breaks down tables/chairs to facility requirements following events. Assures the meeting space(s) are clean and left in order.
3. **Orders food and supplies** as appropriate. Maintains records of expenditures and requests reimbursement from the Treasurer. Operates within an established annual budget.
4. **Maintains and stores "bins"** of supplies, decorations, equipment, condiments, etc.

Note: * Works with a committee of three or four people.