



## **HOSPITALITY CHAIRPERSON JOB DESCRIPTION**

- I. Responsible for greeting members and visitors around the coffee and tea set-up counter. Coffee, tea, ice, and cups are placed on the counter by church staff before the meeting.
- II. Arranging the annual potluck dinner in August.
  - A. The President and 2nd Vice-President also share in potluck dinner responsibilities. The month before the potluck dinner (July) the President, 2nd Vice-President, and the Hospitality Chairman communicate and coordinate so that all responsibilities are clear.
  - B. Responsibilities include ordering and picking up meat, setting the serving table with disposable tableware, perhaps providing a centerpiece (if the budget permits), and clean-up afterwards with other members helping.
- III. E-mail communication exclusively through BAGS e-mail address [hospitality@txbayareagen.org](mailto:hospitality@txbayareagen.org).
- IV. Attend a majority of the board meetings.