

HOSPITALITY COORDINATORS

Job Description:

- Attends each meeting or makes arrangements for a substitute to attend to hospitality.

Hospitality Chairperson:

1. Arrives one half hour prior to the meeting to set up beverages, if necessary.
2. Sets out coffee and hot water to make tea, including sugar, creamer, napkins, etc. Provides a pitcher of water.
3. Helps refreshment donors set up food on the table and cleans up after the event.
4. Sends around a sign-up list for refreshments until all the meeting slots are filled. At least three people should sign up for each meeting.
5. Calls the three people who are refreshment donors for the next meeting to remind them they are to bring refreshments.
6. Purchases supplies and submits expenses to the treasurer; must have receipts for reimbursement.
7. Between meetings, supplies may be stored at home or at the MMQ storage unit.

The Hospitality Chairperson and the Room Monitor are responsible for maintaining the cleanliness of the facility. Tables and kitchen counters are wiped off, trash is disposed of properly and the carpet is vacuumed, if necessary.

Greeter:

1. The Greeter welcomes visitors arriving at our meetings.
2. Gives them a New Members Newsletter and a temporary nametag.
3. Introduces the visitor to the membership during the meeting.
4. Gives them an application for membership if requested.
5. Answers any questions visitors may have during the meeting.
6. Maintains a list of visitors throughout the year.

Room Monitor:

1. There is an assigned Room Monitor for each meeting venue.
2. Makes sure MMQ members that come early to the meeting do not enter the meeting facility until 30 minutes prior to the start of the meeting.

3. Sets up the room for the meeting, including setting out chairs as needed and arranging the tables.
4. Makes sure the meeting room is returned to its original configuration after the meeting is over.

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