

## Hospitality Chair Job Description

Hospitality Chair: This is a volunteer position appointed by the president. You are welcome to find a committee to work with you. The hospitality committee is responsible for any special functions and shall make arrangements for the same.

At the present time, the Hospitality Chair responsibilities include:

APRIL: Rock Swap (10-4) Lunch (11-3): We sell a hot dog, chips, drink, and cookie for \$5 or 2 hot dogs and the rest for \$7. Purchasing the hot dogs, buns, condiments, drinks, cookies (brownies) is necessary. Check to be sure we have enough paper plates and cups. Turn in all receipts promptly to the treasurer (Wayne). (Last year we had a skillet with water that we were able to heat up about 20 hot dogs at a time and then transferred them to a crock pot to stay warm while we began heating up more. In the past we have also grilled them and then wrapped them in foil to stay warm. That method is good for the first hour or so, but they cool down too much as the day wears on. Drinks are a variety of canned sodas as well as sweet tea, unsweet tea, water, and lemonade. I made brownies last year, and we had packaged cookies as well.)

JUNE: Picnic 11-3: Jim Haege provides the BBQ and sauce. Purchasing buns (60?) is always hard to estimate, but wait til we see the numbers who have signed up and purchase fresh buns that day or the day before. Send around a sign-up sheet at the May meeting for what people are bringing. A sign-up sheet is presented online (with the information from the pass around sheet added) for folks to let us know how many will be coming and what they're bringing. Again drinks are on us.

NOVEMBER: Dealer Dinner: the Thursday, Friday, Saturday, and Sunday before Thanksgiving: The Hospitality Chair is an ex-officio member of the Show Committee. Details will be given by the show chair at a show meeting that you will be expected to attend. Dealer Dinner (10-7)- Coffee and water should be made available all day from 10:00 on. About 6:00 we provide dinner for the dealers at our gem and mineral show. It's always the Thursday before Thanksgiving at the Cobb County Civic Center. Similar to the picnic with BBQ from Jim, buns and drinks purchased by you, and sides brought in that day by the members who have previously signed up online. All leftovers can be enjoyed by the dealers the next day. (If there is leftover BBQ, bring a crockpot to heat it up the next day and more buns if necessary). Coffee should be made available all day from 10:00 on. Coffee, creamer, sugar, styrofoam cups and the big coffee urns will need to be brought over. Coffee and water (there is ice there) and leftovers are put out on Friday, Saturday, and Sunday. Get volunteers to help man the counter and help serve and clean up and put away with a sign-up sheet at the October general meeting.

DECEMBER: Christmas Party: 2nd Tuesday of the Month held at a church. Turkey and drinks are bought by the club. How much depends on the sign up. Have folks sign up online and also pass around a sheet at the November general meeting to bring mashed potatoes, green bean casserole, gravy, rolls, salads, cranberries, and dessert. Get volunteers to help decorate, set up, and tear down using a sign-up sheet at the November meeting.

January-December- Keep the refrigerator stocked with sodas and water. Turn in your receipts to Wayne for everything you purchase. Check with Wayne regarding the monthly budget for drinks and water bottles.