

Committee title: Hospitality

Purpose: to coordinate food and beverage hospitality services after Meeting for Worship (MfW)

Responsibilities:

- Purchase & stock food and beverage supplies
- Ensure hospitality set up prior to meeting for worship (currently task completed by the greeter)
- Clean up following conclusion of hospitality
- Create schedule and solicit volunteers for set up and clean-up of hospitality
- Committee related announcements at MFW and Meeting for Business
- (specific details for preparation of hospitality and needs regarding clean-up are detailed in binder in welcome room of Meeting House)

Number of members: (goal) 3-4 including the clerk

Desirable qualifications:

- Enjoyment of preparing food & beverage, hosting gatherings
- Organizational skills to coordinate schedule, follow-up with volunteers
- Regular attendance

Time commitment:

- Shopping/stocking supplies ~1hr per month
- Set-up hospitality ~20 minutes prior to MfW
- Clean-up~20-30 min following completion of hospitality
(done by 1-1:30 pm if meeting ends at 12n)

Last Revised: January 13, 2018