

**Committee title:** Hospitality

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

**Responsibilities:**

- Purchase & stock food and beverage supplies
- 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 ~2hr per month
- Help greeter set-up hospitality before MfW. 5-20 minutes/week
- Sign up volunteers for Clean-up following completion of hospitality. 10min/month

**Last Revised: November 2, 2019**