

## Prairie Quilt Guild

### Job Description – Hospitality

**Article IX, Section 1 B states that “duties shall be: 1. Be responsible for providing hostesses for meetings and for special events.”**

The Hospitality chair’s responsibilities include the following:

- To review job description
- To review former reports
- To download and review all Board meeting minutes
- May form a committee to help obtain door prizes
- To attend all Board meetings
- To Set up Hospitality table at general membership meetings
- To solicit and/or accept donation of items for door prizes
  - Introduce yourself in person or by phone to area quilt shop owners
  - Decide how often you will ask / get donations from quilt shops
- To maintain account of door prizes and distribute door prizes as evenly as possible between the afternoon and evening general membership monthly meetings
- Give a list of donors and winners to the Newsletter chair
- To conduct selection of door prize winners
  - Have Thank You notes with donated prizes
- To plan, set-up, and provide hostesses for the annual June PQG birthday party and the annual Christmas party
- Drinks, cake / cookies for birthday party; ask for members to bring cookies at Christmas
- To be accountable for Hospitality notebook, monies received, and expenses incurred
- To write a report at the end of term of office (Hospitality report should include: door prize accounting, itemized report of PQG June meeting and annual Christmas meeting, timeline for completion of tasks, itemized income and/or expenses incurred.)
- To submit copy of end of term report to the President and Hospitality notebook
- To return Hospitality Notebook and files intact to the President at end of term or when requested

**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.**

**Any deviation in policy requires Board of Directors approval.**