

# ***Village Quilters Job Description Hospitality***

## **Duties of Standing Committees:**

**A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

**B.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

## **Policy & Procedures affecting Job:**

None

## **Duties & Responsibilities:**

- Setup food area by 8:45
- Clean up food area & insure church equipment and property are left in good order. If there are problems with church equipment, notify VP so appropriate church person may be notified.
- Clean up and close down food area when meeting starts.
- Responsible for purchasing supplies as needed.
- Coordinate or recruit committee members to help as needed in monthly setup, clean up and to be available in the absence of the chairman.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- Provide annual budget input as requested by the treasurer.
- Adhere to the budget approved for this position. If additional funds are required, prior approval by the board must be requested before incurring the expenses.