

**Village Quilters Job Description**  
**Hospitality**  
(As of August 2010)

**Duties according to Village Quilters Bylaws:**

**Article VI – Duties of Standing Committees:**

**Section 2.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

**Section 3.** 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:**

- Chair needs to arrive early (approx. 8:30-8:45) for setup.
- Setup food area: cups, napkins, stirrers, sugar etc.
- Prepare coffee & hot water for tea.
- 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 coffee area when meeting starts.
- Responsible for coffee, cups, napkins and other paper goods as needed.
- Purchase coffee and supplies as needed. Make sure church supplies are replenished if any are ever used.
- 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 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.