

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.