

Guidelines for Refreshment Committee Chairperson

The person who holds this position may continue year to year or she can pass on the responsibility. She will report directly to the Vice President of the club who will be her back up in case of any problems.

Duties include but not limited to:

1. The chairman will be responsible to have refreshments available for each monthly meeting unless otherwise specified by the Vice President.
2. She will accomplish this by having a signup sheet available at the monthly meeting for members to sign for a specific month. Five members are best for this activity but the final decision will be up to the people who signed up if more persons are needed.
3. She will follow up each month by calling the persons on the sign up sheet for that month to remind them of their responsibilities.
4. She is responsible to maintain the supplies of cups, napkins, plastic silverware, plates, coffee, and sweetener. The club will reimburse her for any purchase of these items. All other supplies for the refreshments will be the responsibility of the members who signed up.
5. After each meeting the Meeting Refreshment Chairperson will check the Supplies and deliver the box to the one of the persons on the list for the next meeting.