

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Hospitality Chair**

The **Hospitality Committee** is considered a Standing Committee for Newcomers of Central Florida, Inc. The Chair is a member of the Executive Committee.

**By-laws description of duties**

The By-Laws contain no specific descriptions of duties for Committees. General information on Committees is included in Article VIII: Executive Committee and Article IX: Committees.

**Description**

The responsibility of the **Hospitality Committee Chair** is to meet and greet new members and guests at Luncheons, introduce each guest (and member sponsor as appropriate) at the Luncheon, provide birthday flowers to members attending the Luncheon who have a birthday that month, provide gift cards to be given out during the Luncheon, and oversee the Welcome Social. If needed, a Co-Chair may be appointed by the **President**.

The Hospitality Committee Chair is expected to attend monthly Board Meetings and Luncheons.

**Basic Job Functions**

**Luncheons**

Obtain the list of guests from the **Reservations Committee**

Make the gift bags and name tags after you receive the list from **Reservations**

At the Luncheon Hospitality Table, meet and greet each guest with a gift bag, a name tag, and have each guest sign the Guest Book

If the guest came alone, seat her at a table and introduce her to everyone sitting at that table

Introduce each guest (and sponsor) to the membership at the proper point in the Luncheon

After each Luncheon and before the next Luncheon, a follow-up phone call will be made to each guest to see if they have any questions about the Club.

Obtain the list of members attending the Luncheon who have a birthday that month, from the **Reservations Committee**

At each Luncheon, announce the birthday members

## **Giveaways**

Purchase birthday flowers for the members attending a luncheon who have a birthday that month

Present the birthday flowers at the proper point during the luncheon. These are wrapped live flowers or potted plants.

## **Welcome Social**

At least once a year, the Club has a Welcome Social for new members

The **Corresponding Secretary** will send invitations to new members who have not attended a Welcome Social in the past. She will prepare a list of names and their responses and give this to the **Hospitality Chair**

The **Hospitality Chair** will follow up with telephone calls to those who did not respond

Provide name tags for all who attend

The **Hospitality Chair** along with the **VP for Membership** and the **President** will meet and greet the new members attending the Social.

Have the new members sign the Guest Book

At the May Board Meeting, submit a proposed budget for the year following your term to include the cost of birthday flowers, gift cards, name tags, and office supplies

At the May Board Meeting, submit a written report to the Board summarizing the year's activities

## **Requirements**

Willingness to meet and greet guests and new members

Computer, printer, and email

*Note: This job description is not intended to be all-inclusive.*

*Position may perform other related duties as required to meet the ongoing needs of the Club.*

*Revised: September 23, 2014*