

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 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, 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

From the Reservations Committee, obtain the list of guests that will be attending the Luncheon.

Make a gift bag for each first-time guest.

At the Luncheon Hospitality Table, meet and greet each guest, give her a gift bag, and have her 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, make a follow-up phone call to each guest to see if they have any questions about the Club.

From the **Reservations Committee**, obtain the list of members attending the Luncheon who have a birthday that month. At each Luncheon, announce the birthday members attending and present them with flowers (wrapped live flowers or potted plants).

At each Luncheon, provide place cards for each Board Member.

After the **May** Luncheon submit the final expenditures to the **Treasurer** so that she can close out the Hospitality account for that year's term.

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 **Hospitality Chair** will prepare a list of new members who have not attended a Welcome Social in the past. The **Corresponding Secretary** will send these members invitations to the Welcome Social.

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. Other Board Members may also attend this event.

The **Hospitality Chair** will provide refreshments for the Welcome Social as well as a small token gift for the new members attending.

Monthly Board Meetings.

The **Hospitality Chair** is expected to attend the monthly Board Meeting and give her monthly report.

At the **May** Board Meeting, submit a proposed budget for the year following your term to include the cost of birthday flowers, gift cards, 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 introduce them to the membership during a Luncheon.

Computer, printer, and email skills are recommended.

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.

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