

**PRAIRIE QUILT GUILD
WICHITA KANSAS
JOB DESCRIPTION
HOSPITALITY CHAIR**

Article IX, Section 1 B states that "duties shall be: 1. Be responsible for providing hostesses for meetings and for special events"

The Hospitality Chair's responsibilities include the following:

- To review job description
- To review former reports
- Download and print all Board Meeting Minutes and put in notebook
- May form a committee to help obtain door prizes
- To attend all board meetings
- To set up Hospitality table at general membership meetings
- To solicit and/or accept donation of items for door prizes.
 - Introduce yourself in person or by phone to Area Quilt Shop Owners
 - Decide how often you will ask/get donations from Quilt Shops
- To maintain account of door prizes and distribute door prizes as evenly as possible between the afternoon and evening general membership monthly meetings
- Give a list of donors and winners to the Newsletter Chair
- To conduct selection of door prize winners
 - Have Thank You Notes with donated prizes
- To plan, set-up, and provide hostesses for the annual June PQG birthday party and the annual Christmas party
- Drinks, cake/cookies for Birthday Party; ask for members to bring cookies at Christmas
- To be accountable for Hospitality Notebook, monies received, and expenses incurred
- To write a report at the end of term of office: (Hospitality report should include: door prize accounting, itemized report of PQG June meeting and annual Christmas meeting, timeline for completion of tasks, itemized income and/or expenses incurred)
- To submit copy of end of term report to the President, and Hospitality Notebook -To return Hospitality Notebook and files intact to the President at end of term or when requested

All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.

Any deviation in policy requires Board of Directors approval.