MEETING HOSPITALITY COORDINATORS (DAY OR EVENING)
Off Board Position
Reviewed August 2018

Term: 1 year as appointed by MQ Board

Prerequisite: Must be an MQ Member in good standing

Inventory: Coffee makers, hot water pot for tea, coffee supplies, napkins, paper plates and cup supplies in Hospitality Cabinet in storage room.

Reports to: Membership Directors

Description: Hospitality Coordinators take care of all the tasks related to coffee and treats at the meeting and requires you to be at the meeting in advance to start coffee and stay and clean up everything after the meeting.

Time Required: Approximately 1.5 hours prior and .5 hour after each meeting, but you get to attend the meetings.

Meetings required to attend: Every meeting must be covered by two people, usually 2 day people and 2 evening people.

Budget: $0. Membership Directors should be contacted when supplies (coffee, sugar, etc.) are needed.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:
- Coordinate/prepare coffee and treats for monthly meetings.
- Care for and neatly store all Hospitality inventory.
- Make Membership Directors aware when supplies are needed (plates, coffee, etc.).
- All treats must be donated by members and not purchased by MQ.
- At end of meeting wash/clean all supplies and surfaces.
- After each meeting count coffee kitty donations, fill out form and hand cash bag to a Membership Director.
- If you cannot attend a meeting that you are expected to be at, it is your responsibility to find a replacement.

JOB INSTRUCTIONS:
On the day of the Thursday meeting come in about 5:30 pm before the meeting to start making coffee. On the day of the Saturday meeting come in at 8:30 am to start coffee.
For either meeting prepare 1 large 80-cup coffee urn of regular coffee and one smaller 30-cup coffee urn of decaf. Use 1 cup of coffee grounds per 20 cups of water. Prepare electric hot water pot. Fill some pitchers with ice and water.
Set out cream, sugar, tea bags, napkins and compostable coffee cups.
Treats are donated and put on trays or bowls if necessary and then set out as they come in. Everything gets cleaned up, put away and the kitty money is counted, form filled out and turned into a Membership Director.