

Jardineros de Placitas

Job Description - REFRESHMENTS COMMITTEE CHAIR

BYLAWS REFERENCES:

Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

Article IX

Sec. 1: There shall be the following Standing Committees: Benevolence, Community Service, Constitution and Bylaws, History, Membership, Nominating, Program, Refreshments, Website, and Yearbook.

Coordinating the Hosts:

- 1) Have a host signup sheet circulated for upcoming year
(October and November)
- 2) Submit host names and months to Yearbook Chair and webmaster
(No later than December 1)
- 3) Advise all hosts of their duties (may send the Duties sheet to each.)
Assign and notify the monthly lead hosts.
- 4) Supervise host equipment and supplies: coffee pots, pitchers, tablecloths, paper products: napkins, coffee stir sticks, garbage bags, paper towels, etc., regular and decaf coffee, tea, sugar, sweetener, creamer
- 5) Replenish supplies as needed.

Submit receipts to Club treasurer for reimbursement.

Updated September 2013 to reflect change of name of Committee from Hostess Committee to Refreshments Committee