

**Newcomers Welcome Club of Lake Oswego**  
Position Description (Rev May 2023)

**Title: HOSPITALITY**

**Appointed Standing Committee**

**Budget: \$200**

This position needs to be a **two-person position**

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**PREREQUISITES:**

**DUTIES:**

- Main job duty is to **ensure refreshments for the 'Meet & Greet'** times after each Board meeting.
- **Each month send an announcement to the newsletter chair** describing the month's Meet & Greet Coffee.
  - Include the day and date
  - Include the meeting location and address
  - A previous newsletter announcement can be used as a template
- **Attend all board meetings.**
- At the first board meeting, **have a sign-up sheet for members to select a month they will bring refreshments to the Meet & Greet.**
  - There are three categories to be listed: cheese or sandwich plate, fruit or vegetable, and dessert with one volunteer for each item, each month. Volunteers typically serve on the board; however, the incumbent board has asked to involve the membership at large, particularly those interested in hospitality on their membership form.
  - **Members that have signed up must be notified each month as a reminder to bring refreshments.**
- **Supplies** of coffee, tea, cream & sugar, plates, napkins, paper cups and utensils **must be refurbished as needed.**

- **Attend All Meet & Greet Coffees. The Day of the Meet & Greet.**
  - Ensure furniture will be arranged for seating and tables for coffee, tea, and refreshments, and nametags
  - Deliver coffee pot if needed
  - Prepare coffee and do general prep for food
  - Clean up after the meeting: tables & chairs put away, vacuum if needed
  - All utensils, cups, plates are placed in the dishwasher. Coffeemaker and carafes are cleaned
- **This is accomplished by:**
  - Getting volunteers to bring refreshments to each M&G meeting
  - Reminding volunteers just before M&G of what they are bringing
  - Bringing the disposable serving ware to M&G (supplied by NWC)
  - Brewing coffee, decanting hot water, setting up table prior to each M&G
  - Cleaning up afterwards
- **Attend Luncheons** whenever possible.
- **Complete a 'Position Report' at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Hospitality position notebook for future reference.
- **Attend Joint Board Meeting (June),** review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.