



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

HOSPITALITY CHAIR

As defined in the Bylaws and Standing Rules of the Chula Vista Genealogical Society, the Hospitality Chair shall coordinate providing refreshments for meetings. Refreshments will be provided for general membership meetings, both the meetings that include a guest speaker and the Christmas/Holiday luncheon pot luck in December.

The Hospitality Chair serves on the Society's Board of Directors.

The purpose of this Standard Operating Procedure guideline is to define the responsibilities of the Hospitality Chair and his/her committee.

Responsibility I: The Hospitality Chair is responsible for ensuring that refreshment supplies are available at the Society's monthly meetings.

- A. Supplies include small plates, napkins, cups, and plastic utensils. The purchase of these supplies is covered in the CVGS budget.
- B. A designated member of the committee is responsible for the storage of extra supplies.

Responsibility II: The Hospitality Chair is responsible for ensuring that refreshments are available at the Society monthly meetings.

- A. The Hospitality Chair shall coordinate appropriate refreshments for the summer picnic meeting.
- B. Meeting refreshments would typically include coffee/tea/water service and light finger-food snacks.
- C. Snacks are provided by Society volunteers who have signed up ahead of time.
- D. The Hospitality Chair (or designee) will make sure that the snack volunteer sign-up sheet is circulated in December so as to be ready for the coming year's monthly meetings.
- E. The Hospitality Chair (or designee) will make a follow-up reminder phone call to the members who are responsible for providing meeting snacks.
- F. At least one committee member is responsible for bringing the coffee/tea and other necessary supplies to the meeting and needs to arrive at the meeting early to set up the table for the snacks.
- G. At least one committee member is responsible for cleaning up all the snacks and supplies after the meeting.

Responsibility III: The Hospitality Chair is responsible for planning and executing the Christmas/Holiday luncheon pot luck party in December.

- A. The Hospitality Chair (or designee) will circulate the pot luck sign-up sheet at the November monthly meeting. So as to ensure that a variety of food will be available, the luncheon responsibilities are grouped (i.e., appetizers & condiments, salads, main dishes, desserts) and assigned by alphabetical breakdown.
- B. Committee members are responsible for the purchase and preparation of meat, drinks, and other special needs for the party.
- C. Supplies include plates, napkins, cups, and flatware. The purchase of these supplies is covered in the CVGS budget.
- D. The Hospitality Chair (or designee) will make a follow-up reminder phone call to the members who are responsible for bringing pot luck items.
- E. At least one committee member is responsible for bringing the coffee/tea and other necessary supplies to the luncheon.
- F. Committee members need to arrive at the luncheon early to set up the room for the event.
- G. Committee members are responsible for cleaning up all food and supplies after the luncheon.

Responsibility IV: The Hospitality Chair shall support Society activities in that:

- A. The Hospitality Chair shall make every effort to attend all general meetings and meetings of the CVGS Board of Directors to make reports as appropriate.
- B. The Hospitality Chair shall be authorized to purchase the necessary materials to adequately carry out the requirements of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.
- C. The Hospitality Chair shall regularly update the Hospitality Chair's Board notebook containing the current Society Bylaws, Standing Rules, and respective SOP and other pertinent data. This notebook shall be passed along to the succeeding Hospitality Chair.