

AGG HOSPITALITY CHAIR
Report by Martha Woollomes
2016 – 2017

The Hospitality Chair is responsible for:

- Arranging for a Coordinator and two Hostesses for each AGG meeting. A sign-up sheet was passed at the Annual Meeting
- Storing the supply box and equipment box during the summer and giving it to the scheduled Coordinator before the first AGG meeting in the fall
- Reminding each Coordinator and two Hostesses of their hosting responsibilities
- Helping with clean-up after the meetings, if needed
- Thanking Coordinator and Hostesses after each meeting. I usually sent an email
- Taking the place of a Coordinator or Hostess if someone is unable to fulfill her obligation and a replacement could not be found
- Seeing that a new member is not scheduled as a Coordinator. A new member should be familiar with the organization before taking on the responsibility.
- Answer questions from Coordinator or Hostesses

*Since the social period begins at 9:30 am, the Coordinator and Hostesses should arrive at the meeting site at around 8:45 am.
Allow plenty of time for the refreshment set-up*

The Coordinator is responsible for:

- Picking up the supply box and equipment box from the previous Coordinator and refreshing its contents such as forks/spoons, paper plates, napkins, hot beverage cups, coffee (decaffeinated) cream, sugar, tea (many members like English Breakfast or Irish Breakfast as well as herbal tea). The replenished supplies are donated.
- Contacting the scheduled Hostesses
- Planning the table and menu with the Hostesses
- Coordinating with the site hostess on logistics
- Giving the equipment boxes to the next month's Coordinator
- Finding a replacement if unable fulfill the obligation. Coordinator may trade months with another member.
- Setting up before the meeting and cleaning up after the meeting.
- Informing the Hospitality Chair if there is a replacement

The Hostesses are responsible for:

- Working with the Coordinator and Hostess to plan a menu and design the table setting. A flower arrangement for the table could be needed.
- Setting up before the meeting and cleaning up after the meeting
- Finding a replacement if unable to fulfill the obligation. May trade months with another Hostess.
- Informing the Hospitality Chair if there is to be a substitute