



Skiwi Ski & Social Club

HOSPITALITY COMMITTEE JOB DESCRIPTION

The Hospitality Committee is the shell of the ski club. The way each member of the committee presents themselves says a great deal about the inner core - the club itself. You must be happy, helpful, friendly and in tune with each guest's needs and apprehensions. You are the first face everyone sees, representing what your club is about and you are responsible for making sure that everything is done to make each guest's first visit a pleasant one.

At least one member of the Hospitality Committee must attend each Board of Directors meeting. They occur the first Thursday of each month. At this meeting, you will be asked to provide information about the number of members and guests that attended the previous meeting and address any issues or upcoming changes.

The committee is responsible to find/determine a suitable venue to host the General Meetings and the Board Meetings. The two types of meetings do not have to be at the same venue. When changing locations, the new location must be proposed and presented to board for final approval. Location changes for General Meetings must be adequately communicated to the general membership through all available club resources - Website, Facebook, Constant Contact, Meetup, and paper flyers.

At least one Hospitality Representative should arrive ½ hour, or more, before published meeting start time. Check in with the venue management and servers. Make sure tables are arranged accordingly.

If Role is to be taken:

Monthly, you are to receive a copy of the current membership list, from the Membership Committee, via email. This list will be used to verify membership and attendance at the next General Membership meeting. It is helpful to make a copy of this list and have both lists at the Hospitality table, at the entrance during General Membership meetings. Also, non-members should sign in, with a valid email address, so they can be placed on the Constant Contact mailing list.

If Meeting at a Venue that Charges Room Rental or Equivalent (such as food purchase for group):

Or,

If Meeting in a Park for Outdoor Summer Meeting:

Please make sure 1 representative is at the General Membership meeting NO LATER THAN 6:30 p.m. (5:30 p.m. outdoor meetings) with the following supplies:

- Cash Box with \$50 change/ Pens, pencils, markers, tape
- Meeting Signs and No-Smoking Signs
- 2 lists of the current members/ Guest sign-in sheet

- Guest and member name tags
- Outdoor: tablecloths, plates, cups, napkins, food, etc.

Monthly meeting dues are set by the board. The amount is determined based what is being charged by the establishment to conduct our meeting, and/or by what the club spends on food and drink being provided. Guests should be charged slightly more than members. If our meetings do not create an expense for the club, the meetings are typically free. As guests and members arrive, collect their dues, check the member's names off the membership list, and have guests sign in on the Guest Sign-in Sheet. Also, remind members about their membership expiration date(s), as noted on the membership list. All members and guests should fill out and visibly wear a name tag. This allows others to speak to them and use their name.

The bill for food and gratuities should be obtained from the bartender and submitted with a check request to the Treasurer before the end of the meeting. The payment check should then be delivered to the bartender. At the end of the meeting count the money taken in (minus \$50 kept for making change) and give it to the Treasurer, using a completed club deposit envelope. A headcount report should be e-mailed to the President and Hospitality Committee members and/or reported at the next board meeting - #/board members, #/club members and #/guests.

Additional duties that Hospitality is responsible for:

1. Yearly, by May 1st, sign a letter/agreement with the meeting location requesting the use of the banquet room for the 3rd Thursday of each month during the following year. The letter should specify the exact dates throughout the year.
2. Based on recommendations of the Hospitality committee and discussion with the Board, each year it should be determined if there is interest in outdoor (picnic in park type) meetings for the Summer. In the past, there were three (3) General Membership meetings which were held outdoors – June, July, and August at the Madison Heights Civic Center Park. Due to poor turnout and bad luck with the weather, we have been favoring the indoor venue.
3. Keep track of the remaining quantity of name tags, guest sign-in sheets and inform the Vice-President that more need to be ordered. Or, do it yourself. This responsibility needs to be reviewed by the board, as the VP duties are currently in flux.
4. Another previous VP duty was to arrange for board meeting locations. Lately this task has been filled by Hospitality. Regardless of who ultimately does it...it needs to be done. Board meetings should either be arranged to meet at board members houses (on a rotating basis), or (as it has been done lately) at a Bar/Restaurant that has an acceptable meeting environment.