

Guild Hospitality Committee Chair

The Guild Hospitality Committee Chair is selected by the Social Programs Coordinator following the approval of the Guild President. The Guild Hospitality Committee Chair reports to the Social Programs Coordinator.

The Guild Hospitality Committee Chair provides refreshments and/or beverages for Guild events as requested by the Guild President or other Guild committee Chairs.

Tasks

- Works closely with the Heard Museum (HM) Event Operations manager to plan and organize all logistics involving the Hospitality Committee set-up
- Collaborates with the HM Director of Security regarding off-hours preparation/security at the HM
- Purchases and maintains supplies
- Purchases food items as needed or requested
- Ensures the proper storage and handling of food and food items
- Recruits, trains, and schedules committee volunteers to help set-up before the event, provides food services at the event, and helps clean up after the event
- Acknowledges, by thank you note or other means, appreciation for the work done by the committee volunteers
- Works with the Guild Treasurer regarding funding issues
- Provides the Guild Treasurer with sales records and receipts for reimbursement
- Provides monthly and annual reports to the Guild Social Programs Coordinator
- Assists in developing a budget
- Develops and completes projects initiated by the Social Programs Coordinator with the approval of the Guild President

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