

AMGA **Hospitality**: Job Description and Timeline

Responsibilities:

- Responsible for ensuring that the refreshments are offered, and the area is cleaned up after the meeting.
- Purchases supplies and advises the board of needed expenditures

Due Date	Tasks
Sept-May 1st wk of Month	Send email or call to remind to people responsible for refreshments for the Monthly Meeting. If they are unavailable to provide snacks, find someone else to provide them.
3rd Monday	● Arrive at the Monthly Meetings approx. 10 min early to set up area for snacks ● Clean up after the meeting, put away all supplies, wipe down tables, stack or put away chairs when needed.
Oct/Nov	Distribute sign-up sheets for next year's Monthly Meeting refreshments and greeters.
As Needed	Buy supplies - coffee, paper plates, etc. per budget and need. Keep receipts for Treasurer and reimbursement.
November	Advise Board of cost for supplies for inclusion in the budget

Revised 4/26