



## HOSPITALITY COMMITTEE CHARTER

**PURPOSE:** The Hospitality Committee is established by and serves at the direction of the Board of Directors (BOD). The purpose of the committee is to welcome members and guests to all Chapter events, promote friendliness at all Chapter functions, and assist guests in getting acquainted with other members and guests.

**COMMITTEE STRUCTURE:** The committee chair shall be chosen by the incoming Chapter President. The committee shall consist of at least two (2) additional volunteers. All will be approved by the BOD.

**TERM:** The committee shall be a standing committee appointed by the BOD. Members shall serve for a period of one (1) year. The Board of Directors will approve the committee members for the following year at the preceding August meeting.

**BOARD LIAISON:** There shall be a Board liaison between the committee and the BOD who is responsible for attending Chapter Board meetings and delivering minutes or a summary of the Committee meetings. The liaison will be appointed by the Chapter President.

**COMMITTEE LIAISON:** There shall be a liaison from the committee who will interface with other committees as necessary and requested.

**COMMITTEE CHAIR:** The chairperson shall be responsible for communicating with the Board Liaison and CED prior to each chapter event to obtain a list of guests and new members that will be in attendance and coordinate with the committee members to ensure each new member or guest is greeted and introduced to others at the event.

**DUTIES:** The committee shall greet and facilitate registration for all attendees including new members and guests at Chapter events. The goal of each greeter should be to befriend new, and potential members to help them feel comfortable and included at the event. The committee may from time to time, sell door prize tickets at an Education Program. The committee will also be responsible to assist with prize distribution at Chapter Events. These responsibilities will require the committee members to arrive at least 20 minutes prior to the beginning of registration for each event. When appropriate and applicable, the committee may also assist other committees at large events.

**COMMITTEE ATTENDANCE:** Committee members will attend chapter functions as often as possible.