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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. These 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 General Membership Meeting. You are to receive a copy of the current membership list, from the Membership Committee, at each Board Meeting. 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.

Please make sure a representative is at the General Membership meeting NO LATER THAN 7:30 p.m. with the following supplies: Cash Box with \$20 change - dues are \$2 for members and \$3 for guests; a Guest Sign-In Sheet; guest and member name tags; pens, pencils, markers; the Suggestion box; any promotional items to be sold at the table i.e. T-Shirts, hats, etc.; 2 lists of the current members; the COMPLETED Event Board/Calendar. 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. All members and guests should fill out and visibly wear a name tag. This allows others to speak to them and use their name. At the end of the General Meeting, you will be asked to announce the names of the guests and recognize their attendance. Count the number of guests and give the list to the President so that he may send them President's Letters and mail them a copy of next month's Skiwiport. Count the money taken in and give it to the Treasurer. At the Board Meeting, get a check request form from the Treasurer and have a check written for the DJ. The DJ must be paid at every General Meeting.

DJ, and pay him at the next General Membership meeting - the Treasurer may not be able to give you the check until the night of the General Membership meeting. 4) Hospitality is responsible for scheduling the DJ for the General Meetings. Throughout the year, there are three General Membership meetings which do not require a DJ and so the DJ must be told not to attend. Those meetings include the Christmas Party, the September Ski Trip Sign-Up, and the Elections/Slave Auction meetings. No cover is charged members or guests when the DJ is not present at a meeting. 5) Make sure the Event/Activities Board is kept up to date!