

Operations Worksheet 14 – Hospitality Committee
(Reviewed – March 2013)

The Hospitality Committee (Formerly the Welcoming committee) Chairman is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The chairman's responsibility is to make new or first-time-attending members and guests feel welcome at the Chapter's monthly luncheon meetings, using the following guidelines:

1. Be familiar with those parts of the "Council and Chapters Policies and Procedures Guide" that pertain to chapter meetings.
2. Ask committee members to be present an hour before the scheduled time of the meeting
3. Obtain names of new members from the Membership Chairman, and of any special guests from the President.
4. Make place cards and reserve table space for new members, prospective members and guests for whom reservations have been made, including special guests who will not be seated at the head table.
5. Arrange to identify each committee member by a flower, special name badge, or other easily identifiable device.
6. If necessary for overflow attendance, assist the Reservations Chairman in obtaining additional seating.