## Coffee Service Committee

PURPOSE

To make coffee or other suitable beverages or snacks available before each Old Guard meeting to facilitate a time of conversation and fellowship for all attendees.

Committeemembersshall be appointed by the Director and shall consist of a Chairman and at least four additional members.

Duties of Chairman

1. Arrange for rotation of Committee members to buy coffee and bring it to the meeting.
2. Review status of supplies and purchase when necessary.
3. Supervise coffee service and help designated members with set-up, clean-up, etc., as necessary.
4. Reimburse member purchasing coffee.
5. Secure any additional funds and hold for future use. If the collected funds accumulate significantly beyond what is needed for week-to-week purchase of coffee, cups, creamer, and to make change for members to pay for their coffee, the Chairman will transfer the excess funds twice annually to the OG Treasurer – at the first meeting in July and the last meeting in December.

Duties of Designated Committee Members

1. Purchase coffee at an appropriate restaurant. At the discretion of the Committee, snacks such as cookies or donuts may be made available.
2. Have coffee available in hallway outside the meeting room between 9:15 A.M. and 9:55 A.M., together with sugar, sweetener, creamer, disposable cups, spoons or stiffing sticks, etc. (Supplies stored in Old Guard cabinet.)
3. Collect money from participants (Presently 25 cents per cup.).
4. All coffee drinking should be enjoyed in hallway outside meeting room. None of the coffee should be consumed in the room. When the regular meeting starts, empty and rinse thermos containers and police the area.

After the regular meeting is over, return supplies to cabinet and make certain the member designated for the next week takes the thermos containers home for thorough washing for the next meeting.

