## Hospitality Committee

DUTIES

The function of the Hospitality Committee is to greet those who attend the Old Guard meetings, to generally supervise and manage the use of physical facilities and contribute to the pleasure and satisfaction of all in attendance.

The Committee should consist of a Chairman, Vice-Chairman and 15 or more other members. Different responsibilities should alternate between various members of the Committee. The Chairman will appoint Monthly Meeting Coordinators for each month. These Coordinators will be responsible for enlisting other Committee Members as necessary to carry out the duties of the Hospitality Committee during their assigned month.

PROCEDURES

Prior to each meeting:

1. The “Meeting Coordinator” should arrive before 9:30 a.m. to set out the “RESERVED PARKING” sign to hold space for the guest speaker (if applicable).The sign should be placed at one of the spaces directly in front of the building. The sign should be picked up and returned, as soon as possible after the speaker arrives, at the Front Lobby.
2. Use doorstops to hold open the two doors at the front of the meeting room.
3. Place song books on chair seats, if requested by the Music Committee. Place 6 on the Membership Committee table. Pick up the song books from the center row immediately following the singing.
4. Hang bulletin board on the stand in the back of the room. Set up “Prior Directors” bulletin board on easel.
5. Place “Guests & Returnees” sign and sign-up sheet with pencil on table in the back of the room. Also, put out stick-on name tags for use by guests. (A Hospitality member is assigned to this table.)
6. Remove lectern from cabinet and place on table.
7. Fill carafe with water and place it, with two cups to the left of the lectern.
8. See custodian if more chairs are needed. (Usual set-up is about 160 chairs).

As members and guests arrive for the meeting:

1. Committee members should circulate in the meeting room and watch for new members and guests.
2. Each Committee member should wear his name tag and hospitality ribbon and:
3. Greet members by first name whenever possible,
4. Make everyone welcome and be generally helpful.

During the meeting:

1. Help late comers find seats.
2. Remove doorstops and close doors at the front of the meeting room.
3. Count attendance at start of reading of minutes.
4. One member counts left side and front.
5. Another member counts right side and back.
6. Enter total on “Guest & Returnee” sheet, and deliver sheet to the Director at the lectern at the end of the reading of the minutes. (Do ***not*** add 5 for latecomers. Instead, count latecomers as they arrive and give their count to the Recording Secretary at the end of the meeting.)
7. Extra counts for other purposes are occasionally required.

After the meeting:

1. Return the following to the cabinet or storage area:
2. Song books (2 boxes), if used
3. Guest & Returnee signup, pencil and spare name tags; emptied carafe and unused cups.
4. Bulletin board and Prior Director’s bulletin board
5. Reserved parking sign
6. Lectern
7. Make a final check for anything that should be put away or thrown out.
8. Lock cabinet. (Duplicate key may be available at Police window.)

MEDICAL EMERGENCY

In the event of a medical emergency go to the Police Dispatcher’s window in the hallway and report a 911 emergency.

