



Piedmont Pastel Society

Board Chair Role Description

Name of Role: Hospitality Chair

Purpose of Role: Works with committees and chair persons to organize and set up refreshments and/or decorations for workshops, board meetings and exhibitions.

Tenure of Role: One year

Approximate Monthly Time Commitment:

3 - 4 hours during the months where activities are planned, more time may be required for the Statewide Annual show.

Key Responsibilities:

*Set up refreshments for board meetings, 1 - 2 times a year.

- * Coordinate with Program chair and facilitate the set up/clean up of refreshments for the workshops.**
- *Work with Exhibition chair to coordinate refreshments for receptions. Organize and communicate with a hospitality committee for large events such as the state wide show (once every 3 years) and annual members' show.**
- * Coordinate refreshments for social events.**
- * Manage hospitality budget with the Treasurer.**

Key Qualifications Needed:

- Good Organizational skills**

Training Needed:

All training will be provided.