

## **AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION**

**Position:** Hospitality Chair (Co-Chairs)

**Reports To:** Branch Program VPs

**Volunteer Status:** Appointed Board Assistant

**Board Voting Rights:** No

**Signature Authority:** No

**Term:** 2 years

**Date of Branch Board Approval of Volunteer Position Description:** May 2021

### **Position Overview:**

Plan and coordinate the procurement and provision of refreshments and supplies to create a welcoming, comfortable, and professional environment at designated Branch events and meetings.

### **Responsibilities and Duties of Branch Position:**

- Serve as an appointed Branch Board Assistant.
- Serve as member of the Branch Programs Committee.
- Consult with Branch Board and Program Committee Chair(s) to determine which meetings and events require hospitality needs (i.e., refreshments) at the beginning of the membership year to ensure provisions can be made. Expectation at the beginning of the membership year is for the Board to provide the Hospitality Chairs with a calendar of dates, meeting locations, and provisions that will be required.
- Communicate frequently with Branch Membership VP and Program VP(s) for seamless, successful events that provide refreshments.
- **Membership Coffee:** Interest Group Coordinator continues to contact interest groups on what food is needed for the event and works closely with Hospitality Chairs to coordinate. Hospitality Chairs rent tablecloths (expensive), purchase coffee, tea, napkins, cups, sweetener, creamer after taking inventory of remaining supplies from previous year. Hospitality Chairs also recruit, as needed, committee(s) to help with set up - food, tablecloths center pieces, flatware & napkins on tables, making beverages, and clean up (all tables and kitchen)
- **Authors Day:** Hospitality Chairs recruit and organize a committee to work on set up, make coffee, tea, set flatware and napkins on tables, help with clean up. (all tables and kitchen.)
- Throughout the membership year- Hospitality Chairs and Hospitality Committee\_- Bring and set up coffee, water, as predetermined by the Board and on the calendar provided to Hospitality Chairs at beginning of the membership year and as revised if sufficient lead time is provided.
- Inventory supplies and refresh them as needed within budget.
- Communicate and leverage the Branch 501c3 tax exempt status in the solicitation of food and supplies (donations) from area providers (i.e., Costco, Whole Foods, etc.)
- Participate as requested in the Branch budget development process to identify funds needed for hospitality expenses, considering the prior years' expenditures and activities
- Meet with newly appointed Hospitality Chair(s) to transfer information and existing records at Branch membership year end.

### **Responsibilities to AAUW, AAUW National and AAUW State:**

- Be familiar with and adhere to AAUW Branch, State and National Policies and Bylaws.

### **Leadership Skills/Qualifications Helpful to the Position:**

- Skilled in planning and communication and team building
- Understanding of current and potential community resources to support Branch activities.

### **Time Commitments:**

- Approximate time required for this position is two to five hours per month depending on meeting and event schedules. Attendance at Branch Board meetings is optional – on an as-needed basis.