

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Hospitality Chair (Co-Chairs)

Reports To: Branch Program VPs

Term: 2 years, may be reappointed

Volunteer Status: Appointed Board Assistant

Board Voting Rights: No

Signature Authority: No

Date of Branch Board Approval of Volunteer Position Description: March, 2025

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.
- If the Hospitality Chair chooses to assemble a hospitality committee to assist with duties, the Chair will lead this committee.
- Consult with Branch Board and Program Committee Chair(s) at beginning of membership year to determine which designated meetings and events require hospitality needs (i.e., refreshments) 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, meeting times, and provisions that will be required. See description below of four designated events typically requiring hospitality.
- Communicate frequently with Branch Membership VP and Program VP(s) for seamless, successful events that provide refreshments.
- Inventory and store existing hospitality supplies to be deployed at designated events as needed. Supplies needed for a given event will vary with the selected venue.
- Manage Hospitality budget, including obtaining catering quotes and replenishing supplies as needed.
- Recruit additional volunteers as needed for set-up and clean-up of designated events.
- For designated meetings/events, coordinate with Program Chair and work with venue staff to plan table and chair layout to accommodate attendance and create smooth flow. Plan table top décor and secure food, beverage, supplies as needed.
- Designated events typically have included:
 - Welcome Coffee: This fall event has traditionally been a member pot-luck. (Typically, Interest Group Coordinator contacts interest group chairs to recruit food donations and works closely with Hospitality Chair to coordinate.)
 - Holiday Event: This December event varies and may have venue-provided food, outside catering or other, with ticket pricing set to cover food/entertainment costs.
 - Authors Day: This spring event typically utilizes an outside caterer, with ticket prices set to cover the cost of venue and catering, plus a contribution to Authors Day fundraising for scholarships. (up to 30-50% of ticket price)
 - Annual Meeting: This spring event may include a snack/beverage to encourage member turnout for Branch elections.
- 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, Picnic Basket Catering, Starbucks, Graze Craze 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, 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.