

HOSPITALITY COMMITTEE

The hospitality room set up with a bar is to be open only during designated hours when no official business meetings or classes are in session. Normally the room is to be staffed by the retirees, spouses and guests for "rest and relaxation", snacks, games, informal meetings, etc.

Duties and responsibilities:

1. Convention chairman will publish and request items to be brought by attendees.
2. Obtain liquor for mixed drinks. Convention Chairman will advise rules of the hotel.
3. Obtain cups, napkins, bowls for snacks, coffeepot, and coolers for ice, etc.
4. Obtain items to be served such as soft drinks, juice, coffee, cookies, dips, sandwiches, etc. Members may be requested to bring nonperishable food from home. If sandwiches are provided for lunch, the items are purchased by the committee and paid from the Convention/Conference funds.
5. Coordinate hours of operation with the Chapter President.
6. Assign committee members so that someone is on duty and responsible any time the room is open.
7. Inform the membership of hours of operation each day by notices in the bulletin and by announcements at the business sessions.
8. Challenge any member or guest who attempts to carry out any unauthorized quantity of food or beverages.
9. Be sure that the room is straightened up and secured when it is closed.