

Hospitality Procedures

One of the three cornerstones of our Guild is that we welcome members. Hospitality is naturally a part of that and therefore the Hospitality Committee plays an important role when welcoming guests and new and returning members. The Hospitality Committee is responsible for:

- Provide bottles of cold water for all meetings at which no other food is served;
- Organizing, setting up, serving and cleaning up any food-related Guild meetings. This includes:
 - Signing up volunteers to provide food for “pot-luck” events;
 - Purchasing food the Guild will provide such as the main entrée for a luncheon;
 - Purchasing all supplies needed for the food event such as plates, utensils, napkins, drinks, etc.;
 - Decorating, receiving food, setting up food tables, preparing drinks, etc.
 - Arranging for one committee member to store surplus supplies at her home;
 - Arranging for clean-up afterwards. While the Committee is responsible for this, they are not expected to perform all the work. The Committee should ask for volunteers for everything from providing food to serving to clean-up.
- Requesting an adequate budget for the year’s hospitality needs;
- Collecting payment from members, when necessary, properly accounting for the money and properly remitting money into the Treasurer using the Income Voucher;
- Ensuring that requests for reimbursement of any authorized expenses are submitted using the Expense Voucher.

Committee expenses and committee income must follow financial procedure policy of the Guild.

Note: Donations made freely to the Guild in any form will not be approved for reimbursement.

Approved by the Guild Board April 25, 2022