



Welcome/Hospitality Chairperson shall:

1. Manage the Welcome Table at the general meetings and events.
 - a. Retain and display current materials on Welcome Table including:
 - i. Membership sign-in sheet
 - ii. Guest sign-in sheet
 - iii. Extra membership forms
 - iv. Guild reference/calling cards
 - v. Block Lotto sign-in sheet
 - vi. Show and Share sign-in sheet
 - vii. Flyers for current/local events and shops, etc.
 - b. Responsible for collection of money for membership and visitor dues received
 - i. Record new members and visitors on sign-in sheet
 - ii. Provide Treasurer with any funds received (including total for the amount received) along with all completed sign-in forms.
 - c. Communicate guild meeting attendance at each general meeting including total members present, guests and visitors
 - i. Provide President with visitors/guest information for reach-out contact post meeting – via by email and/or phone.
 - ii. Obtain new sign-in sheet(s) as needed from Treasurer for next meeting
 - d. Manage refreshments for the Guild general meetings
 - i. Maintain sign-up sheet for refreshments at monthly meetings
 1. Provide reminder phone call/text/email to assigned guild members for refreshments on a monthly basis
 - ii. Purchase and bring bottled water to each meeting for the guild
 1. Retain receipts for any out-of-pocket purchases for reimbursement by Treasurer.
 - iii. Assist with annual birthday celebration and other special events refreshments as needed
2. Encouraged to attend monthly Executive Board meetings when possible

Estimated Time Monthly: 2.5 Hours