

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Door Hostess

Duration of Job: One Fiscal Year (June to May)

Average Number of Hours per Month: 2 plus guild and Board meetings

Last Updated: April 2010

Description of Committee function – please be specific:

- Attends all Board meetings. Set up table **before** meeting.
- Gathers door prizes and purchases more if needed. (At least 2 wrapped for each meeting)
- Sets up Hostess table by 6 pm at every regular membership meeting. Arranges for a substitute during Board meetings. Bring basket or other container, slips of paper for members to sign names on, and pens.
- Gathers names of those members wearing name tags at each meeting for door prize drawing. Does drawing at the start of membership meeting and then announces winners; reports names to newsletter.
- Keeps Guild guest book, have guest sign book, collect \$10 guest fee for all meetings with a paid speaker. (See Program schedule), give money to Treasurer; announce number of guest during business meeting.
- Arrange to have cash from Treasurer to make change for guests. Money collected goes into Programs budget.
- Arranges a backup to perform duties in case chair is not able to perform duties.
- Sends get well, condolence, and congratulatory cards or notes to guild members. Hostess relies on other members alerting her that this needs to be done.
- Let the web master know when any guild member receives an award for their quilting endeavors and send a congratulatory card to the guild member.
- Upon the death of a Guild member, sends a \$25 donation to the charity of the family's choice. If the family has not specified a charity, the Executive board will determine the recipient.
- Door Hostess ineligible for door prizes.