



GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

Standing Committee: **Hospitality**

Purpose: Coordinate and ensure that refreshments and decorations are available at GCMGA monthly meetings, Master Gardener Awards function, and other selected events.

Responsibilities:

1. Plan event menu and themes.
2. Provide paper goods, drinks, and decorations.
3. Provide proposed annual budget for approval by the Board.
4. Provide information to the President and Webmaster for announcements and posting website calendar.
5. Greet members and guests at functions.
6. Attend General Board Meetings and provide Committee Report.
7. Submit receipts for purchases to Treasurer for reimbursement.
8. At conclusion of current year, transfer information to incoming Committee Chair and provide guidance as needed.

Procedures:

1. Obtain meeting speaker information from the Vice President and coordinate an event theme related to subject matter or season.
2. Provide theme information and list of menu items for members to bring for timely posting by the Extension Office Coordinator and GCMGA Webmaster posting in Members Only section of website, and for email communications.
3. Coordinate planning for special meetings/events as outlined in Committee Handbook.
4. Assign Committee Member(s) to serve as greeter at functions when food is provided to assist members and guests in food placement.
5. Purchase paper goods, drinks, and decoration items.
6. Oversee cleanup of event facility.
7. Reference GCMGA Hospitality Committee history binder for additional details.

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Amended: