



GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

Select Committee: **Trainee Breakfast**

Purpose: Provide refreshments to the current Trainee class for the weeks determined by the County agents. Refreshments will be donated by the membership at large and made available to the interns for sale before the class begins and at their mid-morning break. The refreshments will be served in a friendly environment, providing a relaxing atmosphere where Trainees can meet and feel welcomed.

Responsibilities:

1. Prepare budget for approval by the Board.
2. Oversee process of providing appropriate donations, setting up refreshments in a pleasing manner, and collecting of proceeds from breakfasts.
3. Work closely with GCMGA Treasurer to verify receipts and expense reimbursement requests.
4. Provide information to the President and Webmaster for announcements and posting website calendar.
5. Attend General Board Meetings, as requested, and provide report.
6. At the conclusion of the current year, transfer information to the incoming Intern Breakfast Committee Chair and provide guidance as needed.

Procedures:

1. Contact EO Training Coordinator for exact dates of the breakfasts, location, and approximate number of Trainees.
2. Organize Committee of approximately 4 members. Meet with Committee and review responsibilities and procedures and make assignments.
3. Three weeks prior to the first class, provide an e-mail announcement for distribution to the membership requesting food donations for the dates of the Trainee Breakfasts.
4. Maintain records of donations by whom and for which date.
5. Check inventory and purchase any items that are needed; such as paper goods, coffee, tea, coffee-mate, etc.
6. Seek additional donations at the monthly GCMGA meeting preceding the first class. If needed, provide another email requesting donations from members.
7. For each breakfast:
 - a. Verify that enough refreshments are donated. See guidelines in Trainee Breakfast binder.
 - b. Send reminder e-mail to those persons sending in donations for the week.
 - c. Pick up any dropped off items at the Extension Office the day before.
 - d. Committee should begin set up about an hour before first Trainees are expected to arrive to insure hot drinks will be ready. Bring everything except coffee urns.
 - e. Arrange room in a friendly manner. Set up refreshments, label, and count. Price items accordingly.
 - f. Assign two committee members as cashiers, and other two committee members as floaters.
 - g. After class has started, assess what is left, drop prices in half on items that do not have a shelf life.
 - h. After the Trainee mid-morning break, clean up, count proceeds, and leave the space in the same condition as when arrived. Take everything home except for the coffee urns.
 - i. Store items that can be held till the following week in an appropriate manner.

Follow-Up:

1. Take a final inventory after the last breakfast on items that can be used the following year. Pass on to Hospitality those items that should be used this year, i.e. creamers and open coffee.
2. Submit funds and provide expense reimbursement request form to Treasurer.
3. Send thank you emails to all persons who made donations to the breakfasts.
4. Maintain Trainee Breakfast binder with information from the current year to be used as a reference for subsequent years.
5. Be available as a resource to incoming Trainee Breakfast Chair.

Issued: October 24, 2013

Amended: