

Kempenfelt Quilters' Guild
Job Description

Position Title: Social

Date Revised: May 2012

1. PURPOSE OF THE JOB

The Social Committee will prepare and serve beverages and sweets (supplied by members on a rotating voluntary basis) for the monthly Guild meeting. The Committee will assist in the planning for the yearly Christmas pot luck, along with Program.

2. PRIMARY RESPONSIBILITIES

- Prepare beverages and lay out sweets before break time.
- Stay in serving area during break and clean up following break.
- Organize signing list for voluntary sweet donations and send out reminders via Newsletter and telephone.
- One member to attend monthly Executive meeting; all are welcome.

3. SECONDARY RESPONSIBILITIES

- Work with Program Committee to plan the Christmas Pot Luck dinner; Social to manage food, Program to plan activities.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archives.
- One member to attend Executive meetings; all are welcome.
- Prepare orientation materials for incoming Executive member; meet if desired.

4. FINANCIAL RESPONSIBILITIES

- Maintain the float and collect money from sale of disposable cups.
- Purchase milk and juice monthly with reimbursement from float.
- Purchase supplies as needed (i.e. cups, napkins, stir sticks, sugar etc.) with reimbursement from Social Budget by treasurer using Guild form.
- Purchase Birthday cake in May for anniversary of Guild's founding.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Simple kitchen skills
- Ability to work and stand for prolonged period