

Duties of the TBQ Guild Hospitality Chair

The Hospitality Chair:

- arrives at the TBQ general membership meetings at 8:45
- welcomes all visitors
- prior to the start of the meeting, provides the President with a list of the visitors' names
- shows the visitors around and introduces them to the company store, mentors, etc.
- sends out get well or bereavement cards as requested by the President
- submits completed 'Request for Reimbursement' forms, along with the receipts to the Treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The Hospitality Chair should keep a record of income and expenses for the year-end report to the President.