

Hospitality Manager

The Hospitality Manager is a volunteer position whose purpose is to provide hospitality and attendance services for chapter meetings and selected events. This position has the following responsibilities:

- Arrives early and sets up the greeting table, banner, till, and ancillary material for WVSTC chapter meetings and selected chapter events
- Greets attendees and collects payment for the events
- Responds to RSVP queries and verifies PayPal receipts (if that is set up)
- Maintains a list of all participants of meetings
- Submits RSVP count to 1st VP prior to meetings
- Prepares name tags for all RSVPs for meetings
- Deposits the money collected for events, and submits deposit information to the WVSTC Treasurer
- Sends survey response requests to participants of chapter meetings and other WVSTC events as requested
- Attends and participates in chapter and administrative meetings
- Reports on hospitality-related topics (attendance metrics, collected money) at monthly administrative meetings, or submits report in advance of meeting

Requirements

- Not specified

Time commitment

- Approximately 7 hours per month

Term and Succession

- The term is one year with no succession.