

## RESPONSIBILITIES –MONTHLY HOSTESS COMMITTEE CHAIR

1) Call your committee members to verify that they can participate on the committee as assigned. (If someone on your committee cannot serve that month, then have them call and find or exchange with someone else. If they cannot for some reason, then the monthly Chair needs to find someone else to serve in that persons place.) It is supposed to be the responsibility of the person on the committee to find their replacement. **IF THERE IS A CHANGE IN YOUR COMMITTEE, PLEASE MAKE SURE YOU CALL THE HOSTESS COMMITTEES CHAIR AND LET HER KNOW THE CHANGES BY THE TUESDAY BEFORE THE MEETING.**

2) Set up a meeting with your committee to arrange for refreshments, drinks and decorations. Keep the food more on the simple line. The coffee needs to be made approximately an hour ahead of the meeting in order to have time to complete. The OWC will reimburse the committee for any coffee, sugar, creamer or tea used. (First check the supply in the kitchen.)

3) Check the Responsibilities list to know what your committee has to do. You can use your own theme except for any special meetings and luncheons. Then you need to coordinate your food and decorations with the Club President. There are table runners for food tables and card tables in the supply closet that may be used to decorate. Also in the closet are silver plastic tablecloths that may be used.

4) You will not need to do the physical arrangement of the room (chairs and tables) as someone has been hired to take care of this responsibility.

5) The hostess committee may use any china or paper products that are in the kitchen or they may purchase paper products to go with their decorating theme. Coffee and tea needs to be made for all meetings including the special ones.

6) The June meeting is a covered dish and will need 3 long tables set up down the center of the room and the card tables and chairs on both sides of the room. The committee will decorate and clean up afterwards.

7) The December meeting is a luncheon arranged by a separate OWC committee. They will be responsible for either hiring a caterer or preparing the food, dishing it up on plates and cleaning up their dishes. The monthly hostess committee will set up and decorate, serve the food and clean up the tables and dishes afterwards. Card tables and chairs will be set up for the number of reservations received.

8) Expenses shared by the committee include decorations, food served and drinks other than coffee, tea, milk, sugar, etc.

9) After the meeting, the dishes need to be put in the dishwasher and washed and the soiled towels and tablecloths taken home and laundered and brought back to the Clubhouse. The dishes need to be taken out of the dishwasher and put back in the cupboard. All garbage needs to be put in the large garbage cans in the back and new bags put in the inside garbage cans.

10) Make sure the OWC key is passed to the next monthly Chair or call the Hostess Committees Chair if there is a problem with this.

11) Remind you hostess committee members to greet the members when they arrive at the meeting.