



Mountain Post Santa's Workshop

HOSPITALITY CHAIR

Position Description

DESCRIPTION OF DUTIES:

- Coordinates refreshments for board meetings, open houses, ruck marches, and shopping days (occasionally involves solicitation of food establishments for donations).
- Facilitates social events (to include open houses) with assistance and collaboration from other board members.
- Sends invites and tracks RSVPs for open houses
- Tracks all refreshment donation receipts and thank you notes.
- Provides a report of hospitality contributions/plans/AARs for each board meeting.
- Attends all board meetings, ruck marches, cleaning/event set-up days, donation drop-ins, networking events, and donor events.
- Assists other board members in their duties, as needed.
- Tracks and submits volunteer hours for Hospitality (VMIS)

TIME COMMITMENT:

- Monthly hours *will vary* depending upon activities.
- Example - 2019 volunteer hours and activity for Hospitality:
 - Jan: 5 (Board Meeting/Constitution Rewrite prep)
 - Feb: 15 (Constitution Rewrite/Board Meeting)
 - Mar: 3 (Board Meeting)
 - Apr: 2 (Board Meeting)
 - May: 2 (Board Meeting)
 - Jun: 15 (Ruck March prep)
 - Jul: 25 (Ruck March and FRL/CH Open House prep)
 - Aug: 10 (FRL/CH Open House)
 - Sept: 5 (Board Meeting/Workshop Cleaning)
 - Oct: 12 (Donor Open House prep)
 - Nov: 20 (Donor Open House/Shopping Week prep)
 - Dec: 57 (Shopping Week)

LENGTH OF COMMITMENT:

- Board Year: 1 April - 31 March

WORK LOCATION:

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for fundraisers and donation pick-ups

MAJOR EVENTS AND CONTRIBUTION:

Ruck Marches:

- Coordinate refreshments for participants and volunteers.
 - Suggestions: granola bars, bananas, coffee, and water stations.
- Track and submit receipts for donations and pre-approved expenditures to Treasurer.
- Track and send thank you notes to any donors.

Open House(s):

- Hospitality takes lead and facilitates this event.
- Collaborate with fellow board members to establish date, time, flyers/invitations, and invitees.
- Request Division FRL's assistance to distribute flyer/invitation to any pertinent invitees in Division chain-of-command.
- Track RSVPs for attendees using Hospitality email address.
- Coordinate refreshments for attendees.
 - Suggestion: board members provide potluck-style refreshments. Use a sign-up genius, create a theme, and post dish ideas desired.

Shopping Week:

- Coordinate lunch donations for board members for each day of Shopping Week (reference Shopping Week tab in binder).
- Coordinate light refreshments for Elf volunteers for each day of Shopping Week.
 - Historically, Starbucks proudly donates coffee and pastries each day.
- Contact previous food donors to request returning support.
 - Historically, Jimmy Johns, Chik-fil-A, and Chuck Money penny (AUSA) proudly donate each year.
- Solicit new donors to cover gaps in the week.
- Coordinate delivery or pick-up from donors providing lunch/refreshments.
- Track in-kind receipts and submit to Treasurer.
- Send thank you notes to all donors.
 - Suggestion: have thank you notes written and ready to hand off when lunch is picked up or delivered each day.
- Set up, re-stock, and clean up refreshment areas daily and as needed.
- Clean refreshment areas and dispose of perishable items at close of shopping week.