



Mountain Post Santa's Workshop Hospitality Chair Position Description

DESCRIPTION OF DUTIES:

- Coordinates refreshments for board meeting, 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.
- Send 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 in Army Family Web Portal.

Throughout The Year:

- Ruck Marches:
 1. Coordinate refreshments for participants and volunteers (granola bars, bananas, coffee, water stations, etc).
 2. Track and submit receipts for donations and pre-approved expenditures to Treasurer.
 3. Track and send thank you notes to any donors.
- Open House(s):
 1. Hospitality takes lead and facilitates this event.
 2. Collaborate with fellow board members to establish date, time, flyers/invitations, and invitees.
 3. Request Division FRL's assistance to distribute flyer/invitation to any pertinent invitees in Division chain-of-command.
 4. Track RSVPs for attendees using Hospitality email address.
 5. Coordinate refreshment for attendees (board members can provide a potluck style of refreshments, etc).

Shopping Week Support:

- 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 John's, Chick-Fil-A, and Chuck Money Penny from 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 (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.

Time Commitment:

- Monthly hours will vary depending upon activities.

Length of Commitment:

- Board Year running 1 April-31 March.

Work Location:

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

Uniform:

The Hospitality Chairperson will be provided and maintain a MPSW logo polo to be worn when necessary.