

## HOSPITALITY COMMITTEE DUTIES

Arrive by 8:45am

Take boxes and urns out of the cupboard

Fill urns with water for tea and coffee

Measure out the coffee grounds for 100 cups

Set out sweets on trays

Set out napkins, stir sticks, sugar, sweetener and paper cups if you have any on the counter

Fill kettle with water and set out green tea bags and instant coffee with a couple of spoons by the kettle - turn on the kettle 5 minutes before the break begins.

Fill out your form for the treasurer for any expenses incurred by any committee members (receipts are imperative) for supplies that month.

After break, is over, clean up kitchen.

Make a list of any supplies needed for the following month.

At the end of the meeting put everything away in the cupboard (there is a painting class in there at the same time we are having our meeting)

Christmas Luncheon and June luncheon must be decided upon early in Sept and also March.