

Peace River Sail & Power Squadron

Job Description

Department: Administrative
Job Title: Hospitality
Reports to: Administrative Officer
Rank: Lieutenant

Purpose: Provide food service support and entertainment (as applicable) for squadron events not associated with general meetings, Change of Watch, or cruise -related activities.

Organization: The committee is led by a chairperson or co-chairpersons who report to the squadron Administrative Officer (AO).

Chairperson(s) Duties:

1. Maintain a list of committee members.
2. Maintain a limited inventory of committee materials required to meet the activities of the committee.
3. Obtain a list of events and related dates from the AO for which the committee will be responsible.
4. Call committee meeting as required, and provide agenda, to plan the events. Provide a report to the AO of the meeting minutes.
5. Identify members assigned to specific tasks in the committee activities listed above
6. Prepare and provide to the Pilot Editor a flyer announcement for each event. The format will be in a format acceptable to and due to the Editor by the 10th of the month prior to the event, but in any case early enough to provide adequate time for squadron members to submit their reservations.
7. Send an email report at the end of each month to Administration Officer , with cc to the Commander, of activities of the Committee.
8. Maintain records of expenses, purchase receipts, income, numbers of PRSPS members attending events and other information needed to assess the events and aid in planning of future similar events.

9. Keep track of hours worked by members for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.

10. The chair will appoint one member of his committee as an assistant and mentor them, so they would be able to fill in if the chair is absent or ill. Records and reports should be maintained for use in the chairman's absence and for his successor.

Hospitality Committee Activities:

1. Plan activities required for an upcoming event.
2. Purchase materials-food, drinks, tableware, cleaning supplies and materials necessary to complete the planned entertainment activities.
3. Prepare those food items requiring cooking, mixing and/or assembly.
4. Prepare (set up) the event locations for food service and entertainment (as applicable).
5. Serve food as required.
6. Clean facility as required to pre-activity condition.

Revised: Oct 2016