**Board Position Description: Hospitality Chair**

Updated 1/7/2021

**CIAVA Mission:** To shape the future of volunteerism by promoting and strengthening the profession of volunteer services management.

**Position Status:** This is an elected board position with voting privileges.

**Time Commitment:** Board & Membership preparation & attendance (6 hrs./month), July Board Retreat (8-10 hours preparation; 8-12 hours attendance and participation, hrs./yr.), Conference (8-12 hrs./yr. preparation, attendance, and facilitation), Annual June Luncheon planning (5 hrs./yr.). Monthly meetings: coordinate catering, linen rental, A/V, and facility setup; send meeting reminders; manage RSVP’s; update name tags; and edit/create Welcome PowerPoint; create Zoom meetings; help facilitate virtual happy hours and coffee chats (5 hrs./month).

**Overview:** The Hospitality Chair is responsible for all aspects of monthly meeting management. This includes (but is not limited to) coordinating catering, linen rental, A/V, and facility setup; sending meeting reminders; managing RSVP’s; updating name tags; and editing/creating Welcome PowerPoint; creating Zoom meetings; help facilitate virtual happy hours and coffee chats (5 hrs./month).

**Tasks:**

* **Attend monthly Board meetings, annual Board Retreat, additional meetings like happy hours and coffee chats; and monthly membership meetings.**
* **Monthly Meetings:**
  + **Coordinate catering for monthly breakfast meetings and annual luncheon.**
  + **Confirm topic and A/V equipment needs of speaker (Consult with VP).**
  + **Send 1st Meeting Notice (14-16 days prior to meeting).**
  + **Record RSVPs in list in Drobox; send confirmation emails as RSVPs arrive.**
  + **Draft and submit setup diagram (7 days prior to meeting).**
  + **Submit linen order (7 days prior to meeting).**
  + **Send 2nd Meeting Notice (7 days prior to meeting).**
  + **Ensure Greeter volunteer position has been scheduled.**
  + **Email final RSVP headcount to caterer (2 days prior; cc VP to notify the speaker for copies, etc.).**
  + **Update “Welcome” PowerPoint with speaker information, meeting schedule and format, discussion question, and the next meeting’s topic/speaker.**
  + **Print name tags for new members/guests; include CIAVA logo and their affiliation (1 day prior).**
  + **Check with Treasurer to see if RSVP list meets needs or needs to be printed (1 day prior).**
  + **Day of in-person meeting: Unlock building, meet caterer, check room setup, and setup A/V equipment, name tag station, and CIAVA banners. Hand out name tags and mingle with members.**
  + **Day of virtual meeting: start Zoom meeting and let members in from waiting room**
  + **Schedule meeting follow-up survey to all members and guests who attended**
* **July: Confirm and book venue meeting space for all monthly meetings for the year (August-June). Note any conflicts and report to Board.**
* **July: Post Greeter volunteer position for each monthly meeting.**
* **May/June: Work with VP and Education Chair to coordinate the Annual June Luncheon – logistics, invitation, speaker, center pieces, gifts, etc.**

**Documentation:**

1. Maintain monthly RSVP list, “Welcome” PowerPoint, and name tag template in Drobox.
2. Submit catering, linen rental, A/V, and other invoices and receipts to Treasurer for payment or reimbursement.
3. Maintain yearly Attendance Tracking list to help track member/nonmember engagement.
4. Maintain survey information and feedback