

# Tillamook County Master Gardener's Association Procedures

## 2.20

### **Subject: HOSPITALITY**

**Purpose:** The basic duty of the hospitality chair is to provide coffee and tea service and paper supplies at the TCMGA potlucks and to plan the TCMGA picnic.

---

- Task 1** The hospitality chair will inventory and maintain TCMGA's supply of paper goods and coffee/tea service. These items are located in the TCMGA storage shed. There will be a small budget allocated each year for replacement of items, such as paper goods, condiments, coffee and tea.
- Task 2** The TCMGA board meetings are held the 2<sup>nd</sup> Tuesday of the month at the extension office from 10 – 12. While it is not necessary to provide coffee/tea service for these meetings, the hospitality chair may do so if convenient.
- Task 3** TCMGA potlucks are held after meetings in the summer months. These meetings are typically held in a member's home the months of July and September. The hospitality chair should coordinate with the member to determine who will be responsible for the coffee and tea service. The hospitality chair should provide the paper goods.
- Task 4** The TCMGA picnic is held in September. It is the duty of the hospitality chair to locate a site, determine whether TCMGA will provide the meat for a BBQ or whether this will be a potluck only. The hospitality chair should begin looking for sites in the February – March time frame and bring a proposal to the TCMGA Executive Board along with an estimate of the costs for their approval.
- Task 5** Site selection consideration should include: cost, availability, are rest rooms and parking adequate, what cleanup has to be done, BBQ facilities, shelter, picnic tables.
- Task 6** The hospitality chair is responsible for getting volunteers to help at the picnic (setup, cleanup, any BBQ), for communicating details about the picnic to the membership, and for reserving the picnic location site and ensuring that any reservation costs are paid. Any program details will be arranged or delegated by the President.
- Task 7** Other Participation: The hospitality chair should provide paper goods and coffee/tea supplies to other events such as the plant sale, garden tour, the BBQ prior to the Garden Tour, the Gardeners' Tea as well as any other events that are determined by the TCMGA Executive Board.