

Chapter Board Job Descriptions – Hospitality Director

General The Hospitality Director is the chairman of the Hospitality Committee and is appointed by the President with the approval of the Board of Directors. The main responsibility of the Director and the committee are:

1. To strive to meet the expectations of the Chapter membership by providing a welcoming environment
2. Help ensure the success of the Chapter by providing appropriate Chapter meeting technology recourses and venues.

General Duties: Below is a list of general duties for the office of the Hospitality Director:

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| 1. Meet and welcome all attending Chapter members as they register for Chapter meetings. |
| 2. Provide required Chapter member meeting badges and meeting signage. |
| 3. Securing appropriate venue\technology for each planned Chapter event that will meet with the theme of the meeting and the expectations of our Chapter membership. |
| 4. Working with the Treasurer, arrange for meals as appropriate for Chapter meetings. |