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Hospitality Chairperson

Position Description

Type of Position	Committee	Commitment Length	1 Year
Continuous Recovery	1 Year	Time Commitment	High

Hos`pi`tal`i`ty - The act or practice of one who is hospitable; reception and entertainment of strangers or guests without reward, or with kind and generous liberality.

Role of the Hospitality Chairperson

The Hospitality Chairperson is responsible for procuring, arranging, and preparing all food and beverage items for the Pancake Breakfast held in January and the Hospitality Suite (collectively referred to as Hospitality events) during the conference weekend. This position requires a co-chair to help smooth transition between program years. Both the chair and co-chair receive a hotel room due to the long hours that the Hospitality Suite is open during the conference. Throughout the year, there will be times when the work load is low, but the time required for the Pancake Breakfast, TWC's highest profile fundraising event, and the hospitality suite make this an intense position.

Essential Functions

- Solicit food, beverage and monetary donations throughout the program year.
- Coordinate volunteers to help with all Hospitality events.
- Obtain sanitation license from Oakland County for the Pancake Breakfast.
- Purchase food and beverage items for all Hospitality events.
- Prepare and serve all food and beverage items for all hospitality events.
- Oversee volunteers in the set-up and clean-up of all facilities involve for the Hospitality events.
- Provide a warm inviting environment for conference attendees.
- Facilitate communication of updated conference events and last minute program changes.

Talents Needed for Success

- Knowledge of the food industry is a definite plus.
- Knowledge of proper food handling procedures as defined by federal, state and local law.
- Ability to follow proper food handling procedures.
- Ability to work within a budget and still provide robust hospitality events.
- Ability to manage volunteers for the Hospitality events to successful outcomes.



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TWC Purpose (taken from the TWC bylaws)

The purpose for which the corporation is organized is solely for charitable and educational purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (as amended or corresponding provisions of any future United States Internal Revenue Code), especially relating to the education of gay, lesbian, bisexual, transgender and allied communities on substance abuse issues.

Discrimination policy (taken from TWC bylaws, Article VI – Public Policy)

This corporation, in its dealing with clients, applications, employees and organizations will in no way discriminate against any individual or group of individuals because of race, creed, color, sex, sexual orientation, gender identity or expression, disability, religion, national origin, age, height, weight, veteran status, marital status or political affiliation.



Hospitality Chairperson

Timeline

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Timing	Task / Item
Every Meeting	<ul style="list-style-type: none"> • Attend every committee meeting to keep in touch with the conference theme as it evolves. • Update group on key planning activities as they occur. • Let the group know of any needs you may have as you approach the conference.

Timing	Task / Item
For November Meeting	<ul style="list-style-type: none"> • Procure application for temporary health permit from Oakland County; explain facility conditions when requesting application, sample on file. • Ask treasurer for check for application fee for the Oakland County health permit; do this prior to meeting and the treasurer can bring the check to the meeting. • Update Board on Pancake Breakfast progress and food item plans. • Coordinate menu plans with Desk Top Publishing and Webmaster chairpersons so information can be written into promotional material. • Get support, as needed, to fill volunteer needs. • Have submission ready for newsletter; see last year's newsletter as an example.
For December Meeting	<ul style="list-style-type: none"> • Provide updates on progress for Pancake Breakfast. • Ask for any help that might be needed. • Coordinate with Board/Church for building entry. • Coordinate any food storage needs. • Provide budget updates.
For January Meeting	<ul style="list-style-type: none"> • Provide final plans for Pancake Breakfast. • Include: arrival time, building entry plans, building set-up plans, clean up plans and any other logistic information. • Ask for any help that might be needed. • Provide final budget updates.
Pancake Breakfast	<ul style="list-style-type: none"> • Organize event according to Pancake Breakfast event organization guide.



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Hotel Meeting	<p>Coordinate with hotel:</p> <ul style="list-style-type: none"> • Menu for banquet, lunch and brunch with hotel. • Hospitality Suite needs with hotel. • Removal of alcohol from coolers for the conference weekend. • Delivery time and storage of hospitality items for the conference weekend.
At February meeting	<ul style="list-style-type: none"> • Discuss progress on Hospitality Suite donations. • Discuss budgetary situation. • Update on volunteer status and discuss needs. • Get update on scholarship recipients as each is required to donate two hours of volunteer time to the Hospitality Suite. • Coordinate delivery of Hospitality Suite items for the conference weekend.
At March meeting	<ul style="list-style-type: none"> • Re-address all items discussed in February meeting. • Ask for any help that might be needed.
Friday the first day of the conference	<ul style="list-style-type: none"> • Prepare for Hospitality Suite item delivery before the scheduled morning hotel and Board meeting. • Attend hotel and Board meeting. • All meeting attendees will help take all items into hospitality suite preparation room. • Arrange for coffee stations with the help of an AA co-chair or AI-Anon co-chair in the registration room. • Organize volunteers and ensure proper staffing of Hospitality Suite for entire weekend. • Have volunteers focused for the set-up of the Hospitality Suite and the preparation of food and beverage items. • Remember to provide a welcoming, inviting and friendly environment that facilitates conversation. • Open suite on schedule.
Saturday the second day of the conference	<ul style="list-style-type: none"> • Run Hospitality Suite. • Check conference schedule for Hospitality Suite closure periods.
Sunday the final day of the conference	<ul style="list-style-type: none"> • Run Hospitality Suite. • Clean up Hospitality Suite. • Arrange for TWC items to be returned to storage unit.
Following the Conference	<ul style="list-style-type: none"> • Be available for transition to new Board and Committee as needed.