

HOSSC Guidelines Hospitality Committee

The Chair of the Hospitality committee shall email all membership at least two weeks prior to an HOSSC scheduled Potluck event. This email shall consist of the date and location of event and a request for the food that each member will bring. A follow up email shall be sent providing a list of the menu items the week of the event. Ensure that there is enough dinnerware and coordinate arrangements for electricity if needed.

Annual Requirements

Committee Chair shall notify membership of all Potluck events with dates and locations. Plan to ensure that there is enough dinnerware for each event.

Complete Annual Report for HOSSC July Annual General Meeting containing expenses, number and location of Hospitality events which will be filed with the Secretary.

Bimonthly Requirements

Committee Chair shall submit a report of the event hosted to the Heartbeat.