



Position Description	3.05.04
Date of Enactment	August 2018
Date last reviewed	August 2018

## **SEMINAR HOST HOSPITALITY CHAIRMAN**

**REPORTS TO** the Local Seminar Coordinator

### **POSITION SUMMARY**

The Hospitality Chairman and volunteers will provide information to Seminar attendees and faculty and will be responsible for bag check for the Exhibit and Shop.

### **STRUCTURE AND TERMS OF OFFICE**

The Local Coordinator appoints the Hospitality Chairman.

The Hospitality Chairman serves through the end of their Seminar.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. The Hospitality Chairman and volunteers will occupy an area that is centrally located outside the Exhibit and Shop.
2. When you arrive at Seminar, you will find the following supplies provided for your use:
  - a. playing cards that have been cut in half with a clothespin attached to the half that will be placed on the items and the other half on a ribbon for the member/attendee to carry to reclaim their things
  - b. push pins, stapler/staples
  - c. markers, pens/pencils/highlighters
  - d. tape – clear and masking
  - e. scissors for cutting paper
  - f. note pad/paper
  - g. band-aids
  - h. Kleenex
  - i. Hand cleaner
3. The Hospitality Area is a center of activity and is a great place to meet new people
4. Volunteers who work at the Hospitality Desk are responsible for collecting bags, packages and suitcases from persons who want to enter the Exhibit or shop, and providing each person with a claim check for their items
5. The Volunteers must also ensure that packages, drinks, cell phones are not taken into the Exhibit and Shop areas
6. Peak hours will be during lunch. Make sure you have enough volunteers at the Hospitality Desk to meet the demand
7. ANG membership pamphlets should be displayed at Hospitality. Contact the Vice President for Membership to obtain the most recent pamphlets
8. Local shops or others may place flyers on the desk advertising hours, location, shuttle information (if they are providing one) only if the shop has purchased an ad in the Seminar Participants Handbook
9. Drawings for daily prizes during Seminar are an option that some host committees choose to offer
  - a. Daily prizes can be donated, and it is up to the chairman to decide how many will be given out each day
  - b. It is not necessary to need to have one daily prize for each seminar attendee
  - c. These are some acceptable items: canvases, scissors, kits, magnets
  - d. Unacceptable items include these: instructions from a class you have taken
10. The Hospitality Chairman may take classes as long as the class does not interfere with their duties and has prior approval from the National Seminar Coordinator

11. The Hospitality Chairman will submit a post-seminar report to the National Seminar Coordinator; include suggestions/observations to improve the Hospitality area

## **FINANCES**

If you need additional supplies at the Hospitality Area, please contact the National Seminar Chairman

## **GENERAL**

This position description may be changed by the Board of Directors or upon recommendation of the National Seminar Coordinator with approval from the Board of Directors