

NETMGA POSITION DESCRIPTION

Hospitality Chairperson

Revised: 3/06/19

Position Overview: Coordinate the serving of refreshments or meals at NETMGA functions, including set up, clean up and purchasing of supplies for any food related NETMGA event.

Qualifications:

- Ability to purchase and transport bulky supplies
- Willing to invest extra time on meeting days for set up and clean up

Responsibilities/duties:

- Establish a committee to help carry out functions
- Attend Master Gardener Board meetings to give input and receive information for upcoming meetings
- Set up and clean up for all Master Gardener meetings and dinners, in coordination with Program committee and other volunteers
- Check supply inventory monthly
- Purchase and maintain adequate inventory of supplies for all MG Meetings and other functions on request (Supplies are secured in a cabinet at the RRAC)
- Submit receipts to Treasurer for reimbursement

Time commitment: Varies according to program and needs