

Is selected and approached by the newly elected President and/or Nominating Committee to serve; or may volunteer for the position.

Is selected for a two-year term, which may be repeated any number of times.

Attends all scheduled meetings for the general membership. Notifies the President or other responsible officer if unable to attend in order that duties can be delegated during absence.

Acts as a host toward all members, visitors, judges, and potential new members at all functions.

Provides coverage at any function, when asked, for any position left vacant by the temporary absence of another Board member.

Notifies Board if withdrawing from official position, allowing sufficient time and coverage for a temporary replacement to be selected.

Clarifies expenses with the Treasurer or President prior to incurring. Submits detailed receipts for reimbursement or arranges for prepayment.

As a Refreshments Coordinator:

Takes an inventory of the cabinet supplies during the summer; estimates the needed supplies for the year; purchases the needed plates, napkins, cups, coffee, tea, cocoa, etc.; past history shows a use of approximately 30 of each paper item per meeting.

Passes around a sign-up sheet at the first meeting of the year for one volunteer per meeting to bring snacks.

Makes phone calls or sends e-mails to remind the volunteers three to five days ahead of the meeting; asks them to arrive at 6:30 to set up the snacks by removing the packaging, cutting and plating the cakes, etc., and to act as hosts/hostesses during the refreshment period, along with the Refreshments Coordinator.

Brews coffee and boils water for tea, sets out sugar, sugar substitutes, creamers, stirrers, paper products, snacks, etc.; if ice is needed, usually two home trays are sufficient.

May thank the volunteers during the business portion of the meeting, addressing them by name; may use this time to remind the next meeting's volunteers.

Clears the refreshment table, tidies the kitchen, and takes the tablecloths home to be washed.

