



HOSPITALITY CHAIR JOB DESCRIPTION

Position Summary:

Hospitality Chair is responsible organizing and arranging on-site registration area, as well as coordinating volunteers for pre-event and day-of-event duties.

Accountable to:

CnC Event Chair

Responsibilities:

- Organize, with Registration and Logistics Chairs assistance, layout of registration tables and signage for day of the event
- Coordinate with Sponsorship Committee to collect tangible items to be given to all attendees
- Design centerpieces and decorations for Event
- Solicit bids for attendee bags
- Visit, with Logistics Chair, event site and visualize event-day needs
- Coordinate with Volunteer Chair to have volunteers for help with pre-event duties, as well as day of Event duties
- Keep well informed of issues before the Committee
- Must take part in discussion and action on all business of Local CnC
- Attend majority of Committee Meetings.
 - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements, as needed
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Revised 11/2014