

Operating Guidelines
Refreshments Chairperson

1. Attend general meetings; board meetings are optional.
2. Maintain a key for the refreshment locker and arrive early (6:00-6:15) for setup. Start coffee as soon as possible—brewing time is at least 45 minutes. Begin serving refreshments at 7:00 p.m., before the meeting.
3. Pass around a sign-up sheet at the general meetings for as long as you need volunteers from February through November to bring refreshments. (The December and January meetings are not your responsibility: the current Board provides the December Christmas party meeting refreshments; the new Board provides the January meeting refreshments.) The President and Secretary are exempt from volunteering.
4. Schedule at least 5 people to bring refreshments each month. (Forty to 80 people attend each meeting—the summer meetings are usually less well attended than those during the rest of the year.)
5. Phone the refreshment volunteers about a week before the meeting. Remind them that they also are expected to serve and to clean the kitchen and that their spouses are expected to set up and take down the chairs and tables.
6. Check with the Treasurer for your annual refreshment budget allotment.
7. Submit bill for supplies to the Treasurer for payment, using the “Request for Reimbursement” form.
8. Contact the Club President for assistance with any questions not answered in this guideline.