

JRES PTA - Job Description

Hospitality Chairperson

Oversees all PTA hospitality activities by assisting committee members with organization, communication, volunteer opportunities, supply needs and coordinating the event itself.

Time commitment- average of 4 hours the week of an event. 1 hour to plan and prep an event the two weeks prior to events.

Responsibilities:

Evaluates overall effectiveness of PTA hospitality events. Makes suggestions to the Board for program improvements and the addition or removal of specific hospitality events.

Serves as representative to the Board for the following committees:

- Teacher welcome back (August)
- Holiday cookie exchange for teachers (December)
- Teacher appreciation Week meal and gifts (May 5-9)

1. Recruit and support committee members for key hospitality events.
2. Attend monthly PTA general membership meeting
3. Report plans for upcoming hospitality events at monthly board meetings. Report outcome of hospitality events held during the previous month.
4. Make sure that all committee chairs running PTA sponsored programs have access to information needed to run successful events.
5. Touch base with chairs prior to event to make them aware of their budget and also let them know the paperwork needed from them before and after event, i.e. committee reports, event planning report, time line, and supply list.
6. Let chairs know that you are there to help them and support them in any way you can.
7. Keep Hospitality binder up to date to hand off the next year.
8. Keep record on event turnout and offer suggestions

The PTA has set up gmail email addresses for the various positions. These email addresses were created to keep PTA separate from personal email accounts since the person who does the coordinating changes. Please do not change the password or set up email forwarding to a different email address. PTA recommends to help keep things organized to create different folders for the different aspects of the position. Thank You again for volunteering for this position. Login information for account is: