

Chair Descriptions

Amenities Chair

The Amenities Chair starting in March is in charge of getting Club members to sign-up to bring opportunity drawing gifts, and refreshments to each General Monthly Meeting.

- Circulate two separate lists one for opportunity drawing gifts (\$5 minimum value) and one for refreshments with the month and day for the General Monthly Meeting listed and enough space for four members to sign-up each month, the more the merrier
- You can also put an article in the newsletter, post on the member only Facebook page, create a sign-up.com and/or email members until all spots are filled
- The list is to be completed by June 1st and a copy sent to the Yearbook Chair to include in the new yearbook

The Amenities Chair is to remind members who have signed up to bring an opportunity drawing gift and refreshments one week prior to the General Monthly Meeting.

The Amenities Chair with the help of her committee is to arrive early to all General Monthly Meetings and is in charge of:

- Setting up a place for refreshments, including plates, utensils, napkins, and cups if needed
- Setting up a place for the opportunity drawing gifts
 - o Always have extra gifts available in case someone does not show up with the opportunity drawing gift
- Setting up the chairs, and tables
- Setting up the WCOF literature table
- The Amenities Chair with the help of her committee is also in charge of cleaning and packing up after the meeting

The Amenities Chair is to attend all General Monthly Meetings, and Board Meetings. In the event you are not able to attend one of the meetings you must find someone to replacement you with your duties at the meeting.