

ARA JOB DESCRIPTION AND RESPONSIBILITIES

POSITION:
HOSPITALITY DIRECTOR

JOB DESCRIPTION (From ARA By-Laws)

The Hospitality Director shall arrange for appropriate refreshments for those members attending regular, special, or annual meetings of the Association, shall arrange for and maintain storage space for all equipment owned by the Association that is used for refreshments, and perform such other duties as delegated by the President or the Board of Directors to make members feel welcome.

RESPONSIBILITIES

- 1) Attends Board of Directors Meetings and participates in discussions relating to ARA operations. Votes on issues that come up for decision by the Board.
- 2) Maintains close contact with Officers and other Directors on the Board to coordinate planning, implementing, and publicizing ARA activities.
- 3) Recruits members to serve on the Hospitality Committee from members at large.
- 4) Plans, prepares, and serves refreshments at ARA general meetings with the help of the Hospitality Committee.
- 5) Makes arrangements for the Holiday Party and Annual Meeting Luncheon to take place at a local facility with the help of the Hospitality Committee.
- 6) Maintains and stores coffee urns, dishes, and other ARA-owned equipment used for refreshments.
- 7) Completes and submits to the Treasurer a Form 3 for payment of ARA bills or for reimbursement of expenses incurred for ARA operations.
- 8) Develops transition plan for successor to ensure continuity of specific tasks.

Revised: January 19, 2010
Approved: January 19, 2010