

Magic Valley Gem Club Refreshment Committee job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting or the Show Chairman. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Refreshment Committee Chairman  
Reports to: President, Secretary, Executive Board, and General membership

Job Overview: (You are to assist the Refreshment Committee Chairman.)  
You are responsible for HELP in the planning, procuring, and maintaining supplies needed for events.

Events include **Club meetings, Gem Show, Picnic, Barbeque, \and Annual Banquet**  
You are to call and use as many members as needed to accomplish this job.

You should take on the assignments as given by the Refreshment Committee Chairman.  
Work with club members to accomplish the assignments.

Help Make and maintain a list of contacts with each of the Projects.

Duties:

Help where assigned to find needed supplies for serving at meetings, Gem Show, Picnic, and BBQ.

Help to maintain a reasonable supply of products in the club closet.

If asked by Chairman make a list of those members volunteering to bring refreshments at the meetings.

Call members to remind them of their commitment in a timely manner.

Help set and maintain limits as to what refreshments are acceptable or needed.

Help make and maintain a list of contacts for items used with each of the Projects

Those volunteering to bring, chairs, tables, other items needed.

Help make and maintain a list of contacts with each of the Areas project.

Many State and Federal agencies have lists they maintain about service activities in the area.

**Help the Refreshment Committee Chairman with the following if asked.  
Magic Valley Gem Club Annual PICKNIC held 3<sup>rd</sup> Thursday in July,(Regular meeting date)**

6:30 pm at chosen location.

At the May Club Meeting Arrange for Picnic Site in July voted on by membership.

Reserve and Pay fees for site. Get Check from the Treasurer.

Insure all rules about rental are followed and area left clean.

Have used the Kimberly City Park for \$15.00 in past years.

Reserve and Pay fees for site. Get Check from the Treasurer.

Approximately 40 - 50 people attend at maximum.

Everyone is to bring their own table service..Plates, utensils, glasses.

(Club should provide a few spare settings for those who forget.

Food:

Assign 3 people to bring 24 pieces of chicken each OR THE CLUB MAY PURCHASE THE CHICKEN. Assign 2 to bring 3 gallon of punch and one bag of Crushed ICE.

Everyone else is to bring pot luck dishes, Beanie weenies, potato salad, jello, chips, salsa, deserts.

Insure there is a means of disposing of **garbage**.

Provide courtesy follow up call to insure all is well and there were no problems.

**Magic Valley Gem Club Annual Barbeque held 3<sup>rd</sup> Thursday in August, (Regular meeting date)**

6:30 pm at chosen location

At the May Club Meeting Arrange for Barbeque Site in August voted on by membership.

We have used the Kimberly City Park for \$15.00 in past years.

Reserve and Pay fees for site. Get Check from the Treasurer.

Insure all rules about rental are followed and area left clean.

Insure cold drinking water is available.

Approximately 40 - 50 people attend at maximum.

Everyone is to bring their own table service, Plates, utensils, glasses.

(Club should provide a few spare settings for those who forget.)

Food:

Assign someone to Cook and Bring large Barbeque Grill (Propane) (They bring no food)

Assign someone to Purchase 40 hamburgers and 24 foot long hotdogs and appropriate number of buns. (Club will pay for meat and buns but will require a receipt.)

Assign 2 members to bring 2 gallons of punch and a bag of Crushed ICE each.  
Assign someone to bring Ketchup, Mustard, barbeque sauce, dill pickles and hot dog relish,  
Assign someone to bring 2 Large sliced and 2 chopped onions, dill pickles, hot dog relish, salt and pepper.

Everyone else is to bring pot luck dishes, Beanie weenies, potato salad, jello, chips, salsa, and deserts.

Insure there is a means of disposing of **garbage**.

Provide courtesy follow up call to insure all is well and there were no problems

**Magic Valley Gem Club Annual Banquet held 3<sup>rd</sup> Thursday in November, (Regular meeting date)**

6:30 pm at chosen location

At the September Club Meeting Arrange for Banquet Site in November and voted on by membership.

We have used the Golden Corral in past years and the Club pays \$5.00 of the cost per member.

Non members pay full price.

Pay reserve fees for Restaurant site if required. Get Check from the Treasurer during the meeting and settle up with management. (They and/or we keep track of number of members eating.)

Non members pay full price.

Insure all rules about rental are followed and the area is left clean.

Approximately 40 - 50 people attend normally.

Provide courtesy follow up call to insure all is well and there were no problems

**Magic Valley Gem Club Christmas Party.  
held 3<sup>rd</sup> Thursday in December, (Regular meeting date and time)**

Regular meeting with lots of fun.

Can be whatever you plan.