

Magic Valley Gem Club Refreshment Committee Chairman 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, Executive Board, and General membership

Job Overview:

YOU ARE IN CHARGE: ENSURE ALL EXPENCES ARE WITHIN BUDGET.

You are responsible for the planning, procuring, and maintaining supplies needed for events.

Events include Club meetings, Gem Show, Picnic, Barbeque and reserving banquet room in Nov.

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 President or Executive Board.

Work with club members to accomplish the assignments.

Make and maintain a list of contacts for each of the Projects.

Duties:

**Purchase needed supplies for refreshment serving at meetings, Gem Show, Picnic, and BBQ.

Maintain a reasonable supply of products in the club closet for meetings.

**Make a list of those members volunteering to bring refreshments at the meetings.

Arrange for 3 people To help with refreshments at each meeting in:

January – February – March – April - May – June – September – and October,

1 person to bring punch 2 people to bring goodies of some kind.

Do not need a lot.(Should be simple in nature)

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

**Arrange (IN May) for reserving City Park in Kimberly for picnic in July and Barbecue in August.

Reserve the Kimberly Park pavilion area for 5:30 to 9:00 p.m. on the Third Thursday of month.

Have someone come at 5:30 to hold it. (make a 3 foot sign as Magic Valley Gem Club.)

***Bring cups, napkins, plates, silverware from meeting place for those who "forget" to bring theirs.**

*Arrange for tablecloths to cover tables.

July Picnic-Assign 4 members 15 pieces each of fried Chicken, or HAVE CLUB PROVIDE.

2 members each 2 gallon of Punch... 50 people - average attendance.

*In August arrange for someone to bring a large barbecue grill - and - condiments
August Barbecue – **Club buys 50 hamburger Patties, 30 hot dogs, and needed buns.**

Arrange for 2 members to bring the punch 2 gallon each will do.
40 to 50 people – average attendance

Call as many assistant members as needed to get the job done.

** Keep track of inventory of cups, plates, napkins, small plates, bowls, tableware, coffee, creamer, salt, pepper. That club supplies for club meetings and activities. Purchase what is needed to keep adequate supplies on hand. Keep receipts when purchasing any supplies in order to be reimbursed. (YOU MUST GET PREAPPROVAL FROM THE PRESIDENT BEFORE ANY PURCHASES ARE MADE)

Set and maintain limits as to what refreshments are acceptable or needed. (Simple and inexpensive)

Make and maintain a list of contacts for items used with each of the Projects
Those volunteering seating, tables, and other items as needed.

Maintain a calling group in cases where membership needs to be contacted about changes.

In April of each year provide a summary of what the cost were for supplies used and other costs in relationship to the activities to the President. This will be used by the President to help set the next years operating budgets.

For the Club's Annual Show arrange food for show in March. Need food for Setup workers on Friday (20) and take down on Sunday night. Lunches for Saturday and Sunday for Staff and Dealers (70 people)

Make reservations for the **November's Thanksgiving dinner** at 6:30 pm on the third Thursday's meeting date. Dinner has been held at the Golden Corral the last several years. Usually make reservations for 50 people. The Club pays \$ 5.00 per Club registered individual (youth included) and the individual pays the difference. We collect donations for the Waitress Tip. Spouses and Guest pay entire amount. You will receive a list of members from the Secretary to check off when people come through to pay. At the end of the Dinner Event total up the amount owed and ask the Treasurer for a Check to pay that evening.

Make arrangements for Club Christmas Party at the regular Meeting Date and Place but at 6:00 pm.

Everyone is to bring a plate of goodies to eat. Assign 3 members to bring 1 gallon punch each.

About 50 people generally attend.

Do whatever correspondence the Club needs done in relationship to the assigned project.