

## Duties of the TBQ Guild Refreshment Committee Chair

### The Refreshment Committee Chair:

- arrives early to help the committee members (minimum of 2 members) prepare for the monthly general membership meeting
- oversees preparations and assists committee members
- ensures refreshment area is clean when the meeting ends
- submits completed 'Request for Reimbursement' forms, along with the receipts to the Treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

### NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President.
2. The following is a list of duties to be shared by the Refreshment Committee members.
  - Prior to the meeting day, those on the Hostess List for that month should be reminded by an email or call.
  - On meeting day arrive early for set up.
  - One member should bring a bag of ice.
  - Make coffee (measurements below).
  - Fill and heat water pot.
  - Fill pitchers with ice and water.
  - Set up serving table
  - Clean entire refreshment area including counters, table coffee pot, etc.
  - Store coffee pot, water pot, plates, cups, napkins, forks, coffee, creamer, sugar, stir sticks, paper towels, and dish clothes.
  - Replenish consumable items as needed.
3. Measurements for coffee:

Brewed Amount	Ground Coffee Needed
55 cups.....	2 <sup>3</sup> / <sub>4</sub> cups
48 cups.....	2 <sup>1</sup> / <sub>2</sub> cups
32 cups.....	1 <sup>1</sup> / <sub>4</sub> cups