

## **Longmont Genealogical Society Job Description and Procedures**

Job Title: SPECIAL COMMITTEE - REFRESHMENTS - (Requires Two Individuals)  
(Not a Board Position)

Job Description, Responsibilities and Procedures:

Web Site: [longmontgenealogicalsociety.org](http://longmontgenealogicalsociety.org)

Two individuals recommended; they may share or divide responsibilities at their discretion.

1. Purchase items as needed - (coffee, filters, ice, tea, paper products, creamer, sweeteners, etc.)
2. Submit purchase receipts to the Society Treasurer for reimbursement.
3. Pass refreshment volunteer clipboard around at monthly meetings as needed (planning at least 3 months ahead is recommended). Six volunteers seem to produce enough treats for a meeting.
4. 2 - 3 Days before the monthly meeting call the 6 refreshment volunteers for that month as a reminder. (E-mails reminders might be a future consideration.) December and July are pot-luck months so there is no need for refreshment volunteers for those months.
5. The church is allowing the group to use their large coffee makers but use our own coffee. Suggest making the 2 urns during cool months.
6. Make hot water in the Society coffee pot (kept in the LGS pantry) and 1 -2 container of iced water and or lemonade.
7. Set up coffee/tea bar. We can use the church utensils, trays, etc. as long as they are returned clean.
8. Set up the refreshment table. At normal monthly meeting, one table is adequate but for the pot-lucks 2 tables are needed one for entrees and one for desserts. Decorations on the tables are optional but always add to the festivities.
9. During the meeting check the urns and pitchers to see if they need refilling.
10. After the meeting clean up the kitchen placing all mugs and utensils in the dishwasher. Check the meeting tables for dirty mugs and paper products. If the washer is full, turn it on. The church has said we can leave any leftover coffee in the urns for the use later.
11. The refreshment donation money should be given to the Society Treasurer.

Further details may be obtained from your predecessor.

Revised 1995, 1997, 2010, 2011, 2013, 2015, 2018