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# Palm Harbor Newcomers Club

## HOSPITALITY CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

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### Term of Office:

One year: June 1 to May 31.  
May be appointed to one additional consecutive term.

### Purpose:

Make PHNC members feel welcome and valued.

### Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

### Reports To:

PHNC Executive Board,  
PHNC General Board and  
General Membership

### Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing no later than three days prior to the meeting.
- In August, secure a yearly subscription for PHNC with Jacquie Lawson Greeting Cards.
- Maintain an up-to-date and complete contact list in the PHNC's Jacquie Lawson Greeting Cards account.
- Recognize member birthdays by sending e-cards on the first of the month to all those with birthdays in that month.
- Recognize members with birthdays at the PHNC monthly luncheon.
  - Check the luncheon reservation list on Gravity Forms to compile a list of those members with birthdays in the month who will be attending the monthly luncheon.
  - Purchase happy birthday necklaces and sufficient roses to give to those with birthdays who attend the monthly luncheon and conduct a drawing to select one of them to win extra roses in a glass container and a luncheon voucher.
- Verify the list of birthdays in the Chatterbox newsletter is complete and correct.
- Recruit greeters to monitor the front and rear doors of the dining room at Cypress Run Golf Club the day of the PHNC monthly luncheon and to welcome new members and help them, as necessary, with finding a place to sit.
- Create and post door signs on the front and rear doors of the dining room at Cypress Run Golf Club the day of the PHNC monthly luncheon.
- Place a suggestion box, slips of paper and a pen on each table at PHNC monthly luncheons, relaying a list of all suggestions received to the President for inclusion in the monthly Board of Directors agenda.
- As necessary, submit budget requests for the position.
- Working within the approved budget, develop and purchase necessary materials.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.