



PTA Hospitality Chair Job Description

Voting Member of the Executive Committee

We love each and everyone of our teachers and staff, thus we strive to provide them love and support throughout the school year. This may be in the form of monthly treats, gift cards, meals and gifts.

The Hospitality Chair is a voting member of the Executive Committee. The duties of this position are responsible for coordinating and directing the monthly duties of the Hospitality committee.

The requirements of the job are not all-inclusive and can be fluid based on the current needs of the school. The job may be expected to perform the following:

- Develops and administers a committee schedule
- Coordinate and execute monthly projects, decided by the committee for teachers and staff
- Plan and execute all staff meals and parties that the Board has scheduled and approved.
- Assists in maintaining clear records and communication with the Treasurer to verify that all purchases comply with spending level authorization compliance levels outlined in our Bylaws
- Continuously reviews records to verify that all purchases are within the set budget voted on by the general membership