



RESPONSIBILITIES OF HOSPITALITY COMMITTEE

Hospitality Chair is a member of the Board of IWAG. She is elected for one year, starting immediate after the IWAG General Elections on May. She can serve maximum 3 consecutive years

RESPONSIBILITIES:

I. ONCE A YEAR: **Make a Contract for the Venue for the GBMs**

- In coordination with the President, negotiate the contract for the **venue** where Monthly General Business Meetings (GBMs) will be held during IWAG Working year, (**September, October, November, February, March, April, May**)
- Visit at least **3 places and collect written proposals before May GBM**.
- Compare the venues and costs in relation to IWAG requirements and report to the President and the Board with their suggestions and final decisions.

II. ONCE A MONTH: **Book a room for GBM:**

- Arrange a meeting or brief to hotel management **one week in advance** to organize upcoming GBM (**usually on the first Wednesday of the month**).

III. **Make an annual Coffee morning agenda:**

The coffee mornings are hosted by volunteers **every week on Wednesdays**

- Make a **coffee morning agenda for full IWAG working year**. (Taking into account main official, religious holidays, school holidays, date of IWAG Fair)
- Make announcements about and request for volunteers to host coffee mornings at the GBMs and at weekly coffee mornings.
- Keep all necessary correspondences in connection with volunteers/members who will host the Coffee Mornings on regular basis

- **Every week, on a Thursday or Friday**, contact the hostess (es) for the next coffee morning in order to collect information (address, names, theme of the event etc.), and then send the information to the Corresponding Secretary who will then inform all members about upcoming coffee morning.

IV. Newcomer's coffee:

These are informal coffees that newcomers can meet each other and learn more about IWAG in a smaller group.

- Organize Newcomers coffee mornings **at least twice a year in chosen venues**.
- Correspond with Membership Chair to **receive the complete list of newcomers to be invited**.
- Invite IWAG President, Membership Chair, Interest Group Chair to the meeting as well.

Newcomers package

All new members should be given TGB (Tbilisi Guide Book). The package may also include interest groups info and a brochure of IWAG.

V. Leaving members:

- **Keep the list of leaving members** in coordination with the membership chair.
- Arrange a farewell to leaving members at the GBMs,
- Arrange gifts if necessary

VI. Further Correspondance:

- Express appreciation either in writing or verbally to hotel management, coffee morning hostesses, etc