

# Co-Hostess Coordinator and Co-Hostesses Duties

## Co-Hostess Coordinator:

- Schedule co-hostesses for the meetings.
- Assist the co-hostesses at the meetings.
- Send a reminder email to each co-hostess, 4 weeks and again 2 weeks prior to their scheduled meeting.
- 4-5 days before the meeting, finalize the arrangements and coordinate arrival time of co-hostesses
- Check Evite on Monday prior to meeting to determine expected number of attendees.
- Inventory and Manage co-hostess supplies

## Co-Hostesses:

### Regular meetings:

- Obtain information as to expected turnout for the meeting.
- Prepare beverages; coffee, tea, water and other drinks as decided by fellow co-hostesses.
- Provide creamer for coffee, ice and lemons if needed.
- Set up cups and glasses for beverages, and napkins.
- Remove all trash from venue into trash facilities.
- Pass on supplies to the next co-hostesses, if possible.

### Annual Business Meeting/Potluck: (in addition to regular meeting duties)

- Set up tables and chairs for dining.
- Set up tables for potluck food.
- Set up plates, bowls, plastic ware, napkins, table clothes (and decorations if you wish)
- Provide a minimum of coffee, tea and water for beverages.
- Put away tables and chairs, arranging room as it was found.
- Clean and replace any utensils or serving pieces used.

Set up for the meetings usually take 45 minutes, and clean up 30 minutes. Clean up begins only at conclusion of the meeting.

It is understandable there may be occasions when the coordinator or a co-hostess is unable to fulfill her scheduled obligation. It is expected that person will make every attempt to get a person in her place, and notify the coordinator, fellow co-hostesses, and GCWC president.

- **See Co-Hostess Supply list for those items which are provided by GCWC and what is to be provided by Co-Hostesses.**