

## WASHINGTON SCHOOL NUTRITION ASSOCIATION

### Job Description Hospitality Chair

1. The Hospitality Chair coordinates with the Transportation Chair where applicable.
2. The Hospitality Chair recruits and assigns personnel for hostesses whose duties include but are not limited to:
  - a. Assist at all general sessions with seating, handouts, etc.
  - b. Greet and assist speakers as needed.
  - c. Assist and direct attendees to classrooms as necessary.
  - d. Assist at President's Banquet as necessary
  - e. Provide general assistance to the Conference Chair as requested.
  - f. Help with distribution of door prizes.
  - g. Place signs outside meeting rooms.
3. Arrange with the facility for a message board in the registration area.
4. Arrange for a first aid kit to be located at the registration table. The kit should include scissors, tape, gauze, Band-Aids, and antibiotic cream.