

INTERMITTENT POSITION\*: HOSPITALITY COORDINATOR  
(WELCOMING COMMITTEE COORDINATOR)

APPOINTED BY: Annual Session Planning Committee  
NOMINATED BY: Annual Session Planning Committee  
TERM LENGTH: One year  
TERM ENDS: August 31  
REPORTS TO: General Arrangements Clerk  
WORKS PRIMARILY WITH: General Arrangements Clerk, Physical Arrangements Clerk,  
Annual Session Ministry & Oversight Comm.

DEFINITION: The Committee welcomes F/friends to Yearly Meeting, arranges hospitality for out of town visitors, & coordinates welcoming tea, or event (if one is planned.)

TASKS & TIMELINE:

**\*\*April to Annual Session\*\***

Coordinator finds 2 or 3 other members to serve on committee.  
Decide if there will be a hospitality tea. (See OTHER INFO. below) If there is to be a tea, order supplies (see EXPENSES).  
Consult with Registrar about arrival times for persons with special "welcoming" needs.  
Coordinate overnight hospitality for out-of-area Friends (usually for day before & night after AS). Coordinate plans with Transportation Coordinator and Annual Session Presiding Clerk.

**\*\*During Annual Session\*\***

Staff the registration area with committee members to help people find their rooms and/or campsites, carry luggage, etc.  
Figure out how to identify newcomers (usually, on nametag) and pay special attention to them. We're often so glad to see old Friends that new ones feel left out.  
Set up and serve hospitality tea, if there is to be one.

**\*\*After Annual Session\*\***

Prepare report/evaluation for Hospitality Coord. files. Send copy to GA Clerk on, or before, August 21. Report should include info. useful to next year's Coord. (what worked, what didn't) & changes you think should be made in the job, or job description.  
If you received a file with material from previous Coordinators, sort through it, update the information, & add your report/ evaluation (& any materials you think are needed).  
Return file to the General Arrangements Clerk BEFORE August 21.

EXPENSES & TRAVEL: Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for the responsibilities of this appointment. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).

OTHER INFORMATION: (SC min 5-84-10): Discussion - expensiveness of catered Tea & whether we could do it ourselves. Tea canceled because 1) we're meeting needs

of first time attenders & visitors in other ways and 2) no one wanted to organize it.

\*A flexible position created to meet needs of a particular site