



# Austin Square and Round Dance Association

www.asrda.org

---

## HOSPITALITY CHAIRMAN

The Hospitality Chairman is responsible for:

1. Storing and Maintaining Association owned coffee pots and liquid refreshment containers. He/she will recommend to the Executive Board procurement/replacement of such capital equipment when necessary.
2. Purchasing and maintaining an adequate supply of coffee, tea, cup, sugar, creamer and other consumable items for use at Association functions. These items should be purchased in bulk quantities, if possible. Receipts should be submitted to the Treasurer for reimbursement.
3. Coordinating the provision of coffee pots, water coolers and refreshment supplies at ASRDA sponsored dances. Host clubs will usually be designated by the ASRDA Dance Coordinator (Vice President) to be responsible for the refreshment function at the Installation, Fall and Winter dances. The Hospitality Chairman will be provided with a copy of the Host Club(s) designating guidelines. The Hospitality Chairman and Host Club(s) shall coordinate the pick-up/delivery and return of required equipment and supplies.
4. Coordinating with the MID-TEX Hospitality Chairman for the pick-up/delivery and return of the required items for the MID-TEX Festival.
5. Setting up the coffee and water at all ASRDA meetings.

As an ASRDA Appointed Officer you should wear your official ASRDA attire to any graduations, installations or anniversary dances that you attend. Check your RCS for other times to wear your outfit as listed.