

## **PIEDMONT SHAG ASSOCIATION POLICIES & PROCEDURES**

### **MONTHLY HOST PROTOCOL**

#### **GENERAL PURPOSE:**

The monthly hosts program was established to assist the President in conducting the business meetings and parties. PSA members volunteer to accept a month they would like to serve as host to a business meeting and party. The club president will maintain and coordinate the list of monthly host.

The monthly hosts are responsible for the meal served at the business meeting (defined below) and to “man the door” (defined below) at the monthly scheduled parties.

#### **BUSINESS MEETINGS:** (Plan for 40-50 members at the meetings)

- The monthly hosts will select the menu and communicate to the PSA President the menu that has been selected. Members are normally encouraged to bring a dessert to share. Covered dish dinners will be decided beforehand and announced in the newsletter to allow members time to prepare.
- Food Budget: \$100.00 per meeting.
- Insure that a sufficient amount of paper products (plates, napkins, plastic ware, etc.) are available and on hand. If additional items are needed, contact the President and they will advise the budget for the items.
- Arrive approximately 30 minutes prior to the business meeting to insure the lights and heating or air conditioning are on and to lay out the table for the meal.
- After the meeting has been concluded, the host is responsible for cleanup and resolution of remaining food.

#### **PARTIES:**

- Snacks and Desserts. The monthly hosts are responsible for the table layout and monitoring the table throughout the party.
- Insure that sufficient amount of paper products are available for the party. Use same procedure as above regarding purchase of paper products as needed.
- Arrive approximately 15 minutes prior to party to insure the lights and heating or air conditioning are on and to lay out the table for snacks and desserts.
- Man the door to welcome guests and members and to collect the party entry fee. The entry fees are \$5.00 for PSA members, and \$5.00 for all guest..
- Club Treasurer will provide the monthly host with enough cash to make change at the door.
- Money collected at the door will be turned over to the club President, Vice-President or a designated individual. Door receipts are used to pay the DJ, which Ken McGee generally handles.
- At the conclusion of the party, monthly hosts are responsible for the cleanup.

*Thanks for your willingness to assist our club.  
We are only as good as our members and their willingness to help.*