

## **Hospitality**

The Hospitality: Family Events Chair creates a feeling of friendliness and warmth at each PTA meeting and other activities as planned. Plans PTA events that show appreciation to caregivers, teachers, and staff. Plans/helps plan family events.

### **Major Duties**

- Present a Plan of Work to the executive board for approval at the Summer Board Meeting.
- Attend available pertinent training for the position.
- Attend monthly PTA board meetings (Typically second Thursday 5-7pm)
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Act as the official host for the association.
- Pass procedure book to successor.

### **Specific Tasks**

- Plan/Help Plan the following Family Celebration events:
  - Boo Hoo Breakfast for incoming PreK and Kinder parents
  - Family Lunch Day
  - Support Fiesta Sunset Valley
  - Veterans' Day Brunch
  - Fall & Spring Family Events (Fall--Fiesta Sunset Valley)
  - Valentine's Day Dance
  - EOY Party