

Job description

Host/Hostess

This position is an event/opening “one” time position. If you like to talk to people and mingle with guests, this position would be right for you.

- I. The purpose is to **welcome** all members and guests.
- II. He/She needs to come before the event and preferably take a place by the entrance. They need to stay there until the award ceremony starts. After the ceremony, they could help with introduction of new members to other members and officer.
- III. Host/Hostess needs to **communicate directly with the chair** of the exhibit. Let her know about his/her arrival and departure.
- IV. Hospitality chair is coordinating host/hostesses activity.