

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		Sunshine/Hospitality	FQG-10	10/01/2023	1 of 2

Supersedes	1/7/16 – Standard Operating Procedure for Sunshine/Hospitality of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Sunshine/Hospitality Chairperson is responsible for informing the Guild members of any member events that warrant a greeting card or note</p> <p>Responsible for maintaining any assigned budget targets.</p> <p>The Sunshine/Hospitality Chairperson is a member of the General Board of the Guild. It is a volunteer position.</p> <p>Will attend Board meetings of Guild Committee Chairs</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Sunshine	1.	Review requests submitted by Guild members. If the request is on behalf of someone, verify that the Guild has permission to publish the information. All requests must be sent to the chairperson via email or telephone. Social media requests will not be accepted.
	2.	Send notification of request to members via email in a timely manner. The Chairperson will have access to the Guild email distribution list.
	3.	Support the Program Committee when necessary for Social Events at the General Meeting.
	4.	Provide updates at monthly General Meetings and in the Newsletter.