

**Sunshine/Hospitality****Supersedes**

Original - Standard Operating Procedure for Sunshine/Hospitality Chairperson

Current Chairperson

Joyce Wetzel – 2014/2015 Quilt Year

Job Description

The Sunshine/Hospitality Chairperson is responsible for informing the Guild members of any member events that would warrant a greeting card or note. Responsible for maintaining any assigned budget targets.

The Sunshine/Hospitality Committee Chair a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Sunshine

Item	Action
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 need to 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 Program Committee when necessary for Social Events at General Meeting.
4.	Provide updates at monthly General Guild meetings.

Previous Chairperson

Kathy Kenny

2014/2015 Quilt Year

Linda Taltavull

2013/2014 Quilt Year