

Hospitality Team CAR Document

Approved 2014-05-01

Charge

The Hospitality Team is charged to be available on an as-needed basis to provide food and decorations (such as flowers) for some Unitarian Universalist Church of the North Hills (UUCNH) events, primarily for member memorial services.

Authority

This ad hoc team, as organized by the Chair, is authorized to staff and manage its own functions. It will work in cooperation with the Minister and with the Caring Team in arranging for member memorial services. It will make its own decisions regarding the catering of an event. It may consider catering events, for fee, for non-members, with proceeds going to Fundraising in accordance with the UUCNH fundraising policy.

Responsibilities

- 1) Develop and maintain a Master List of activities, duties, timelines, tasks, formats, etc. for which the Hospitality Team is specifically responsible.
- 2) Maintain a relationship with and provide updates as activity warrants to the team's Board Liaison.
- 3) Develop and submit a proposed budget for the team as a part of the annual church budget process.
- 4) Submit a report on the team's activities for inclusion in the UUCNH annual report to the congregation