

California Academy of Nutrition and Dietetics

Coastal Tri Counties District

Hospitality Chair Job Duties/Annual Timeline

The “New Year” begins June 1st of each year & May 31st is the year end

Throughout the year respond to all e-mails, complete your assigned tasks in a timely manner, attend all in-person and telephone meetings, as well as, the CTC events.

May/June:

- Participate in choosing (3 dates that work for you for a summer board meeting)- usually Saturday as it takes a full day (9am-2pm).

June/July

- Assist creating a board meeting agenda by providing ideas or topics to discuss/address.
- Attend and participate in the summer board meeting which ideally held ½ ways between SB and SLO. Submit form to get reimbursed mileage for this meeting.
- Review Board meeting minutes and complete your assigned tasks/action items assigned. Usually the Fall Networking event, Winter Workshop and Spring Fling are discussed (topic, speaker, IT needs, handouts, sign-in sheet, games/ice-breakers, location, date, etc.).

August

- Ensure all everything is on track with the above noted events in each county. Secured location, plan food, plan speaker, etc. All planning decisions are based off of the budget and the Board consensus. You have to lead way for making decisions
- Submit any information needed in regards to the events for the fall newsletter.

September/October

- Attend/host the Fall networking event in your assigned County. Take pictures at each event for the newsletters/e-blasts. Be sure to have a sign in sheet. Consider having an “ice-breaker”.
- Start the planning for the winter workshop (location, speaker, handouts, IT needs, date, food, etc.). Remember to communicate with your speaker!

November/December

- Submit your speaker’s resume, and bio and timelines for the winter workshop. The CTC president will apply for CEU’s with CDR at least 1 month in advance of the date of the winter workshop.
- Participate in the winter board phone meeting

January/February

- Attend/host the Winter workshop. Work with the CTC President to “welcome” the attendees, reviews announcements and introduces speakers. Work with the CTC President to create an agenda for the winter workshop with speaker information, timeline for the day and event objectives.

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- Start planning the spring fling, for the selected County.

March

- Participate in the National Nutrition Month.

April/May

- Attend/host the Spring fling event. This event is more casual and often a “hands on” topic or fun event with 1-2 CEU’s (if any CEU’s are chosen). In addition, this event allows time for networking.
 - After the event, participate in the “district meeting” which both board members and general CTC members are invited to attend.
 - Current board members meet with new board members to provide information on their position, hand off “timelines and materials” and answer any questions they have.