

**NAPLES GARDEN CLUB
JOB DESCRIPTION**

POSITION: HOSPITALITY EVENTS CHAIR

DESCRIPTION:

Member of the Board of Directors responsible for the overall planning and management of providing refreshments for monthly General Meetings, annual Holiday Luncheon arrangements, Annual Luncheon, and Flower Show Preview Party. Works with H> on refreshments and planning for the Tent.

DUTIES AND RESPONSIBILITIES:

- Coordinates the member team and caterer to provide food and beverages at the monthly meetings.
- Oversees and plans Holiday Party and Annual Luncheon arrangements at different venues.
- Manages supplies at the office pertinent to hospitality.
- Works with event planners to manage numbers of participants for food and beverage.
- Works with staff at the Naples Botanical Garden and Fogg Café.
- Prepares an annual report for the President.