

Hospitality Job Description 2025-2026

Joan Stephenson – Chair

The Hospitality Chair is responsible for recognizing significant events in the lives of our Salty Sisters by sending cards and making announcements at our weekly meetings.

Cards are sent for the following occasions:

Birthdays

Get Well

Sympathy

Thinking of You

Thank You

Birthdays are announced at each Wednesday meeting for those occurring that day until the following Tuesday. Birthday cards should be sent in a timely manner to arrive before the birthday. It is important to write PC before a Past Captain's name and Captain or Co-Captain for our current officers. A short, handwritten note in the card is always appreciated.

The Chair is responsible for printing cards as needed. There is a flash drive with some of our current cards on it. There are multiple card samples in our plastic box. We try not to repeat a previously used card. In September, 2026 replacement cards were purchased to stock up for the following year.

I used Office Depot in North East Shopping Center for envelope purchases and card printing. Marty is the contact I used. Some of the other employees are not as skilled with the card set up process.

The Captain sends out an email blast announcing deaths. Any funeral or Memorial Service information can be announced at the meetings. Notify the Captain when you receive information about any death. In 2024, the board passed a motion to purchase flowers or donate to the requested charity in the event of a Salty Sister death.

If a Salty has been ill or injured try to keep updated on her progress. If announcing any medical information about a member or her family, please ask permission to share personal information as it will appear in our weekly newsletter.

Get Well and Sympathy cards should be sent as any information becomes available.

There is a return address ink stamp in our plastic box for your use. The Chair is responsible for purchasing all postage for cards.

Reimbursement requests for expenses incurred should be submitted to the treasurer using the form found on our Salty Website.

An updated Job Description and Annual Report is due prior to the last Board Meeting and Annual Meeting. Copies should be sent to the Captain and Secretary.

Respectfully submitted,

Joan Stephenson