

Director at Large – Hospitality Duties and Checklist

From the TVKC ByLaws. DUTIES OF THE DIRECTOR AT LARGE – Hospitality - The Director sends cards, flowers, or gifts whenever a Club member is hospitalized, has been subject to an accident or illness, or experiences a death in the immediate family. He or she shall plan the TVKC summer picnic and Christmas party.

Daily:

☐ Check email and respond.

Annually:

☐ Plan Summer Picnic or Fall Bonfire.

- Secure date & location; as early as a year in advance.
- Make arrangements for food; ask for volunteers.
- Make arrangements for set up/tear down.
- Advertise via email, newsletter and Facebook.

☐ Plan Christmas Party.

- Secure date & location; as early as possible.
- Make arrangements for food; ask for volunteers.
- Make arrangements for set up/tear down.
- Work with “trophy person” to arrange slide show and awards.
- Arrange a silent auction & donations for Fairbanks Rescue Mission.
- Advertise via email, newsletter and Facebook.

As needed:

☐ Send cards and/or flowers.