

Latino Network Roles and Responsibilities

Adhoc Committees

Position: Hospitality & Activities

Purpose: Identify and confirm speakers, fulfill general membership meeting duties.

Key Responsibilities:

1. Attend all board and general meetings, and retreats.
2. Identify and confirm speakers for General Membership Meetings.
3. Fulfill General Membership Meeting Duties as follows:
 - a. Preparation
 - i. Print Agendas
 - ii. Print Sign in Sheets
 - iii. Print any handouts (events, activities, announcements)
 - b. Morning of Meeting
 - i. Arrive by 7AM
 - ii. Open door (through Centro de Niños main entrance)
 - iii. Check coffee set up
 - iv. Pan Dulce (optional)
 - v. Set up tables, chairs, table covers, laptop and projector equipment
 - vi. Put up LaNet signage on easels (one outside and one inside)
 - vii. Distribute agendas at table seating
 - viii. Place Sign in sheets on clip board
 - ix. Gift for speaker (LaNet Coffee Mug)
 - x. Coffee money basket
 - xi. Assign a time keeper
 - xii. Welcome guests
 - c. After Meeting
 - i. Put away Equipment
 - ii. Put away signs
 - iii. Fold and put away table covers
 - iv. Clean up room
 - v. Take coffee funds to Centro
 - vi. Sign in sheets to be collected
 - vii. Thank you card for guest speaker
4. Participate in Latino Network committees as needed.
5. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization.

Appointed by: President

Term length: 1-year term

Time commitment: Monthly Board Meeting, Bi-monthly general meetings, LaNet and community events. Hourly Commitment:

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Reports to: Vice President

Hourly commitment: 5-8 hours weekly