

San Antonio Conservation Society

Job Description

HOSPITALITY & SPECIAL EVENTS

The purpose of this committee is to coordinate the annual Texas Cavaliers River Parade Party, the annual Holiday River Parade Party, and the December general membership meeting known as Weihnachtsfeier (in cooperation with the Steves Homestead Museum Manager). The committee is also responsible for coordinating the annual Kings Garden Party (honoring King Antonio and El Rey Feo), presented the first night of NIOSA in the Garden of Casa Villita, 511 Villita St. The Chairman schedules the Executive Committee members as greeters and with Staff Liaison sends invitations to the guest list approved by the President. The committee will, at the request of the President, provide any special receptions occurring during the year for which the invitation list consists primarily of Members and/or Directors.

DUTIES OF THE CHAIRMAN

1. Appoint members to the committee and present to President for approval. Assign committee duties to the members.
2. Keep the President informed of all meetings and activities of the committee by filling out the appropriate form.
3. Work with Staff Liaison to coordinate activities of committee.
4. Include two Active Members (not on Board of Directors) and two Associate Members on the committee.
5. Coordinate the Texas Cavaliers River Parade and the Holiday River Parade viewing parties at the Garden of Casa Villita. Communicate details of parties to Endowment & Resource Development Chairman to ensure Contributing Members are included as appropriate.
6. The Hospitality Chairman coordinates, with the Homestead Museum Manager and the Program Chairman, for the annual general membership meeting in early December known as *Weihnachtsfeier* at the Steves Homestead.
7. At the request of the President, plan and coordinate any special receptions occurring during the year for which the invitation list consists primarily of Members and/or Directors.
8. File a final report of the committee's activities before the June general membership meeting.