

# **KCYM JOB DESCRIPTION CLUB COURTESY CHAIRMAN 2025-2026**

**Job Description:** She shall be responsible for hosting social hours for Business Meetings and Club Programs, which are held at the Club House. (If Club House is under renovation, she shall host at the designated meeting area.)

## **List of Duties**

- 1. AUTOMATIC COMMITTEES: Chairman of a) Club Courtesy Committee**
- 2. AUTOMATIC COMMITTEES – Member:** a) Club House Management; b) Club House Set-Up; c) Commissariat; d) Programs Committee
- 3. YOUR DIRECTOR IS:** Director of Programs
- 4.** She shall attend the May, September, and January Joint Board of Directors/Standing Committee Chairman Meeting and all Business Meetings.
- 5.** She shall provide coffee, hot tea and water for the “Social” time which is one-half hour prior to Programs and Business meetings at the Club House.
- 6.** She shall purchase creamer, lemons, sugar, Sweet and Low, stir sticks, tea bags, bottled water and beverage napkins for Club Courtesy use.
- 7.** She shall provide paper coffee cups with lids, which can be provided by Parisi Coffee. Coffee cups and saucers may also be provided.
- 8.** She shall ensure regular and decaffeinated coffee is maintained in adequate supply for the entire Club’s usage.
- 9.** She shall launder the Club Courtesy table linen after each Club Program or Business Meeting.
- 10.** She shall assist Commissariat with coffee preparation prior to any Program luncheon hosted at the Club House. (If Club House is under renovation, she shall host at the designated meeting area.)
- 11.** She shall work jointly with the Social Chairman on Installation Day Tea and Reassembly Day Tea.

rev: 2012, 2/2013,3/2015, 4/2018, 3/2019, 3/2020, 3/2021, 3/2024

# KCYM TIMELINE

## Club Courtesy

### 2025-2026

#### May:

- Confirm Club Courtesy committee members, via email, for next year from Club Commitment Day sign-up sheets. Prepare a motion to approve confirmed committee members at the Joint Board of Directors Meeting. List names in alphabetical order. Email motion to President, President Elect, Parliamentarian and Director of Administration.
- Attend Joint Board of Directors meeting and read motion.
- **Installation Day Tea/Business Meeting:**
  - Coordinate with committee serving brunch for set up.
  - Provide china cups with saucers and Parisi paper cups with lids.
  - Brew 2-3 carafes of regular coffee and 1 carafe of decaf.
  - Provide hot tea and bottled water with lemons.
  - Take tablecloth home to wash and sign in for one service hour.
  - Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.

#### June/July:

- \* Meet with co-chair and discuss shared duties for the Club year. Tasks may be divided between emailing reminders and (re)scheduling volunteers; maintaining coffee and tea supplies, stir sticks, napkins, paper and plastic cups, etc; coordinating who is providing cream, and lemons at each meeting and program; service hours reporting; newsletter submissions and Club Courtesy reports and motions.
- \* Review sign- up sheets and confirm you have adequate volunteers for each meeting and program. If you need more volunteers consult the New Member Coordinator, as new members are often in need of service hours. You can publish an “all call” in the newsletter.
- \* Inventory Club Courtesy supplies and replenish as necessary. Order monogrammed napkins if supply is low. Contact KCYM member Clara Paris for more coffee if needed. Parisi Coffee donates our supply of coffee.

#### August:

- **Contact the Chairman of the Reassembly Day Tea to coordinate a set up time prior to the Monday meeting. Coordinate any decorations for the Club Courtesy table.**
- Email all volunteers for Club Courtesy Committee, reminding them of their service time for each Business meeting and program for the Club Year.
- Email an additional reminder to volunteers regarding Reassembly Day Tea.
- Email the Director of Programs to confirm if coffee/tea service will be needed before each program. Some programs are off site and do not require Club Courtesy. Encourage volunteers signed up for those dates to be reassigned.

## **September:**

- Attend Joint Board and Standing Committee meeting and read Club Courtesy report. (Club Courtesy is not responsible for serving coffee at any Board meetings.) Prepare report for Club Courtesy to be presented at the board meeting. Email motion to President, President Elect, Parliamentarian and Director of Administration. Read same report at Business Meeting following the Joint Board Meeting (keep the body of the report the same just change the title and date).
- **Reassembly Day Tea/Business Meeting:**
  - Coordinate with committee serving brunch for set up.
  - Provide china cups with saucers and Parisi paper cups with lids.
  - Brew 2-3 carafes of regular coffee and 1 carafe of decaf.
  - Provide hot tea and bottled water with lemons.
  - Take tablecloth home to wash and sign in for one service hour.
  - Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.
- \* Email all volunteers for next month's Business meeting and program (if scheduled)

## **October:**

- **Civics Honoring Day Program:**
  - Provide china cups with saucers and Parisi paper cups with lids.
  - Brew 2-3 carafes of regular coffee and 1 carafe of decaf.
  - Provide hot tea and bottled water with lemons.
  - Take tablecloth home to wash and sign in for one service hour.
  - Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.
- \* Email all volunteers for next month's Business meeting and program (if scheduled)

## **November:**

- Provide coffee, tea and water at Business meeting and program (if scheduled). Use Parisi paper cups and lids for coffee and tea. Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.
- Email all volunteers for next month's Business meeting and program (if scheduled).

## **December:**

- Provide coffee, tea and water at Business meeting and program (if scheduled). Use Parisi paper cups and lids for coffee and tea. Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.
- Email all volunteers for next month's Business meeting and program (if scheduled).
- Prepare mid-year report to be read at the January Joint Board meeting.

## **January:**

- Attend the Joint Board meeting and read the mid-year Club Courtesy report. Email motion to President, President Elect, Parliamentarian and Director of Administration. Read same report

at Business Meeting following the Joint Board Meeting (keep the body of the report the same just change the title and date).

- Provide coffee, tea and water at Business meeting and program (if scheduled). Use Parisi paper cups and lids for coffee and tea. Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.
- Email all volunteers for next month's Business meeting and program (if scheduled).
- Contact Clara Paris for more coffee if needed.

#### **February:**

- Provide coffee, tea and water at Business meeting and program (if scheduled). Use Parisi paper cups and lids for coffee and tea. Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.
- Email all volunteers for next month's Business meeting and program (if scheduled).
- Update CCD sign-up sheet as requested by President-Elect.
- Review and update job description and timeline as requested by President-Elect.
- Prepare Club Courtesy final report to be read at the March Business meeting.

#### **March:**

- Read Club Courtesy final report at the Business meeting. Email motion to President, President Elect, Parliamentarian and Director of Administration.
- Provide coffee, tea and water at Business meeting. Use Parisi paper cups and lids for coffee and tea. Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.
- Email all volunteers for next month's Business meeting and program (if scheduled).
- Turn in Club Courtesy Blue Book to President-Elect, as requested.

#### **April:**

- Provide coffee, tea and water at Business meeting and program (if scheduled). Use Parisi paper cups and lids for coffee and tea. Turn in Club Courtesy hours via email to Service Hours/Data Base Chair.
- Turn in working notebook (white) to new chair.

Revised: 3/2015, 2017, 3/2020, 3/2021, 3/2024, 3/2025