

JOB DUTIES
Hospitality Chair of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To welcome & sign-in all guests of CAIG meetings & workshops.

Job Duties

- Inform groups of special events (As needed)
- Welcome members to Unity Workshops (As needed)
- Sign-in & greet IGR's at CAIG Business Meeting (Monthly)
- Attend area events, workshops & assemblies
- Make coffee at Steering Committee & CAIG Business Meetings (Monthly)
- Provide written reports for Steering Committee & CAIG Business Meeting (Monthly)
- Attend Steering Committee & CAIG Business Meeting (Monthly)