

HOSPITALITY CVCHS PFC Position Description

General Information:

Attendance at PFC meetings is a best practice, but not required. This position takes several hours for each project. Time spent depends on each event.

Responsibilities:

1. Determine the number of events for the year staying within the budget.
2. Coordinate and complete events which may be requested by the President or Executive Vice President.
3. Forward Reimbursement Requests immediately for quick reimbursement, notify the President and Treasurer of incoming expense report.
4. Assist incoming Hospitality person with details of the position in May, if applicable.