

Position: Social Convenor(s) (Appointed Position)

- Be responsible for the *tea and* coffee at *day/evening* meeting and the *respective* Socials.
- Purchase coffee, tea, sugar, milk *and punch* as needed and submit receipts to Treasurer for reimbursement.
- Maintain a record of expenses for the year.
- Organize the June and December socials by preparing punch and *by organizing the members' donations.*
- Ensure the urn and tea pots are cleaned at each use.
- Keep the storage cart clean, organized and locked.

Coffee: it takes approx. 1 minute per cup to perk
60 cups water takes 4 cups coffee

Tea: have 3 pots in use - 1 herbal
Use 3 tea bags per pot, more in herbal