

PINE MEADOWS HOMEOWNERS' ASSOCIATION

PROCEDURES

Koffee Klatch Coordinators

PURPOSE

It is the purpose of the Koffee Klatch Coordinators to have coffee supplies available for Koffee Klatch and to post a sign up sheet for volunteers to make and serve coffee.

FUNCTION

The Koffee Klatch Coordinator functions under the direction of the Board and reports to the Board through the President.

TERM OF OFFICE

The position of Koffee Klatch Coordinators is a voluntary one and is held by a member of the Pine Meadows community.

DUTIES AND RESPONSIBILITIES

The Koffee Klatch Coordinators:

- purchase supplies for Koffee Klatch
 - decaf coffee (individual packages from Real Canadian Wholesale Forewell Cresc. Off Weber just west of Lexington – approx. 32 in a box)
 - regular perk coffee
 - sugar
 - stir sticks
 - teabags
 - creamers (ordered from Belwood Country Market)
- place supplies in kitchen cupboard as needed
- collect, count and bank money
- post list on bulletin board outside Grand Hall to appeal for volunteers to make coffee
- be available to instruct new volunteers
- update printed instructions on how to make coffee and tea (quantities, timing etc.)

It is not expected that the KK Coordinator fill in to make coffee each time there are no volunteers on the list. They do usually help with coffee when large groups are expected (e.g. AGM)

On retirement the Koffee Klatch Coordinators will explain the duties to the incoming Archivist and pass along all supplies, etc. including a copy of this Procedure.