

# HOSPITALITY

## PURPOSE

Program, publicity and hospitality are the cornerstones of every good PTA. The Program Committee may use every medium available to publicize the meeting, programs, PTA in general; but if a feeling of friendliness does not emanate from PTA, all this work is in vain. People drawn to the first meeting of PTA will not return for the next if they are ignored and not made to feel that they are part of the group. A particularly warm welcome should be given to those persons who may not easily identify with the group.

## GOALS

Goals of the hospitality committee should be to promote a friendly spirit among members and guests; to assure pleasure and comfort for those attending; and to show genuine interest in all persons of all racial, social and ethnic backgrounds.

## DUTIES OF CHAIRMAN

There are four important phases of true organizational hospitality.

- The Hospitality chairman is the official host for the organization, and thus the position is considered a basic or required chairmanship. The chairman must present a plan of work to the executive board for approval.
- To function effectively, the chairman will assist all officers and chairmen in the work they are doing for children and youth.
- It must be the main responsibility to help create warmth and friendliness, a "we" feeling in every meeting situation.
- Because comfortable physical arrangements are important, it will take pre-planning and require the cooperative and coordinated action of the hospitality committee and all others who are responsible for any phase of parent-teacher meetings or get-togethers.

It is not intended that every idea presented here must be used. However, it is hoped that some of them may be applicable to a specific PTA and that they will stimulate the reader to improve the tone of all meetings and activities of the PTA.

## HOSPITALITY COMMITTEE

While it should be remembered that the entire executive board serves as ex officio members of the hospitality committee, this chairmanship should function with a definite committee. The number of persons on the committee may be determined by the size of the PTA, type and number of meetings and activities. Many times teachers are interested in serving on the hospitality committee since it might give them another opportunity to meet the parents. Committee expenses should be a budgeted item.

## GENERAL RESPONSIBILITIES FOR EACH MEETING

- Work with the Program chairman and follow through with the theme in name tags for each meeting.
- Arrange for official greeters. Advise the Chair of those arriving who should be introduced (press, special guests, etc.).
- Check with Program chairman and others to see who needs to be involved at each meeting, such as a membership table, a publications table or a volunteer table. Check standing rules to see who is responsible for the set up at meetings, such as speaker system, chairs, etc.
- Registration sheets. Make a form that can be photocopied and used all year.
- During the social part of the meeting be sure the committee circulates and new people are introduced to the "regulars."

## OTHER SUGGESTIONS

- Offer a room prize to the room that has the most parents present at each meeting.
- Do something special for the teachers during American Education Week, Texas Public Schools Week, National PTA Teacher Appreciation Week.
- Host a luncheon for the teachers prior to the beginning of school.
- Host a luncheon for teachers at the end of school.
- Organize a welcoming committee to take information about the PTA and school to new families enrolled at the school.