



20 February 2020

## TABLE DECORATIONS CHAIR

### 1. PURPOSE:

To provide table decorations at monthly meetings in theme with the program of the month.

#### A. Responsibilities

- i. Chair the committee of three to five members.
- ii. Have decoration on the tables at general meetings prior to start.
- iii. Maintain the budget given by the Executive Board at start of year.
- iv. Be creative with supplies already purchased.
- v. Attend Board meetings as necessary to be involved with the programs.
- vi. Brain-storming skill required.

### 2. SKILLS:

Be well organized. Have good communication skills. Able to use computer. Be available to hold committee meetings for decoration assembly.

### 3. BUDGET:

As approved by the general membership

### 4. REPORT TO:

First Vice President