

Directors:

Volunteers Director

People who have held this position: Marilynn & Mel Wright.

The Director of Volunteers is responsible for keeping a file of volunteers, coordinating their participation in the various Society activities, and the history of volunteer participation. The Director makes volunteers from the member survey available to the appropriate Board members and committee chairs and coordinates recognition of outstanding contributions. The Director coordinates both refreshments for Society meetings and contributions of cookies as a thank-you to Trinity Lutheran Church for use of their facilities. The Director is custodian of the two GSSWI coffee pots, one for coffee and one for water. Note: Mary Sue Kriefall is handling the member-survey portion of this job.

Maintain Volunteer Information:

- Collect the member surveys, organize them, and keep a historical file of volunteer participation.
- Distribute names of volunteers to appropriate officers, directors, and committees who can contact them to make use of their services.
- Make sign-up sheets for volunteers for other functions for which the Society may need workers/helpers, e.g. refreshments, cookies for Trinity Lutheran Church etc.
- Initiate recognition for outstanding contributions through meetings, the newsletter etc.

Hosting refreshments for Society meetings:

- Prepare sign-up sheets for three volunteers for GSSWI refreshments each month. Pass these around at each Society meeting. It's a good idea to use one sheet for each side of the group.
- Refreshments can be fruit, cheese & crackers, chips & dip, or dessert-type refreshments, e.g. cookies (homemade preferred), brownies, etc.
- Contact the volunteers (usually by e-mail) to remind them of the quantity of refreshments they are to bring and that they are hosts for the social period after the program.
- Meet the volunteers in Grigware Hall to explain their jobs as hosts. Loan them the Host rosettes to wear and return after the social period. Help set up coffee, condiments, and goodies.
- "Directions For Hosts" are in the supplies box and attached
- Check the supply of coffee, tea, etc. and purchase as needed. Submit the labeled receipts to the Treasurer for reimbursement.
- Assist the volunteers in cleaning up after the meetings and vacuum the floor as needed. Vacuums are in the kitchen area.

Cookies as thanks to Trinity Lutheran Church:

- Prepare signup sheets for four volunteers for each month (one dozen each). Pass these around at each Society meeting. It's a good idea to use one sheet for each side of the group.
- Contact the volunteers to remind them of the cookies
- Cookies can be either homemade (preferred) or purchased.
- Receive the four-dozen cookies on meeting days:

Place the cookies brought for the church in freezer bags (if not ready for freezing), affix one of the stickers (To Trinity Lutheran Church from Genealogy Society of South Whidbey), and give to Laura Roetcisoender or Marilynn Wright. Cookies need to be taken to the MAIN church building. DO NOT place in the Annex freezer.

Directions for Hosts

Hosts are responsible for a welcoming atmosphere and refreshments during the social period of the GSSWI meeting. Please wear the “Host” rosettes so that everyone will know you can be of help and will chat with them.

We have our own hot water and coffee pots that are taken home by the Director. They can be found in the large storage area in the kitchen. At the end of the social period, supplies should be placed in the plastic box and given to the Volunteer Director or taken home to be returned to the Director.

Hot Water: We make 30 cups. Use only the water pot for water; DO NOT mix between water pot and coffee pot. Put cold water up to the desired number of cups. Plug it in to heat.

Coffee: We make 30 cups. Fill the coffee pot with COLD water up to the desired number of cups. These cups are measured at 5-oz. of brewed coffee.

Cups of Coffee	Grounds
24 cups	1 ½ cups
30 cups	1 ¾ cups
36 cups	2 cups

Place the stem into the heating unit in the bottom of the coffeemaker; then put the basket on the stem. Spread the recommended amount of coffee grounds evenly in the basket. Turn the cover onto the coffeemaker. Make sure the cover is turned clockwise until completely secured in the handle slots. It takes about 1 minute per cup to brew, so figure the time for a pot. (30 cups – 30 minutes).

- Tea:** Set out tea bags of regular and herbal teas.
- Condiments:** Set out sugar, Splenda, creamer
- Cutlery:** Set out spoons for stirring beverages, forks and knives as necessary, depending on what is brought for refreshments
- Plates:** Set out small plates for finger food and cookies; large plates only as needed
- Napkins:** Put out a goodly handful
- Refreshments:** Arrange refreshments brought for the meeting on the counter along with the above items.
- Paper Towels:** Use for cleanup and cleaning & drying the coffeemaker and water pot.