



# WESTSIDE DUPLICATE BRIDGE CLUB



## **Westside Duplicate Bridge Club**

### **Position Description: Social Coordinator**

#### **Incumbent: Sandra Dequier & Leslie Sil**

1. Keep a signup sheet available for volunteers to make coffee and cleanup afterwards. I found it useful to take the list around to the tables and personally ask for volunteers
2. Keep a list on the coffee cupboard door as to the responsibilities of the coffee volunteer
3. Purchase, coffee supplies and cookies. The Treasurer reimburses you for the expenses
4. At times the Executive Committee will also ask that luncheon food be ordered