

MERA Snack Committee

1. A Snack Ambassador shall be appointed by Board without a motion.
2. Provide nutritious snacks and beverages, herein referred to as 'snacks', for members attending the scheduled General Membership Meetings.
3. Keep in custody the items and equipment needed to prepare and serve the snacks.
4. Request from the Board, permission and funding to purchase additional equipment deemed necessary.
5. Purchase necessary fresh snacks, and additional items required to serve the snacks, keeping within the budget approved for 'Snacks' by the Board.
6. Request reimbursement for all expenditures using the Request for Reimbursement form and attaching receipts for expenditures if present. Submit the form and receipts for approval to a responsible Board member for approval prior to the Treasurer processing a check.
7. Solicit assistance from other MERA members to prepare and serve the snacks as necessary and to substitute for regular committee members when they are unable to attend the general meeting.
8. Ensure the meeting location is unlocked either by another board member or by a key issued to the snack committee.
9. Arrive at the designated venue in sufficient time to prepare and set out snacks.
10. Serve snacks to members in a manner which ensures safety and preserves sanitary conditions.
11. Clean thoroughly, and sanitize as necessary, all items used in preparing and serving the snacks following the conclusion of the general meeting.
12. Clean and restore the venue to the condition as found, removing all trash generated from the general meeting.
13. Ensure that the venue is secure upon leaving.

Written 1/2022