Philosophy of Education Society
Hospitality Chair Roles and Responsibilities

Purpose of Position
The purpose of the Hospitality Chair position is to support the President, Program Chair, and Executive Director in planning and executing of many of the “behind the scenes” and on-site aspects of the conference. The primary responsibilities of the Hospitality Chair are to coordinate the amenities of the conference and to act as a liaison with hotel contacts. The Hospitality Chair is usually someone who has some familiarity with the host city.

Activities Associated with the Role
- Learn and understand the contract between PES and the host hotel
- Liaise with the Customer Service Manager at the hotel throughout the planning process (usually beginning the year prior to the conference itself)
- Order food for the conference. This includes the executive board meetings (Thursday evening, Monday morning), conference receptions, conference breakfasts, snacks, and coffee/tea service
- Ensure that food orders align with budget (spend all but not over)
- Coordinate with the organizers of the pre-conference institute regarding meeting space and food budget; this includes ensuring that any food orders are approved in the budget and are counted towards the overall conference expenditure in the contract
- Coordinate the set-up of conference rooms according to conference need (set-up style, numbers of chairs, board meeting rooms, etc.)
- Ensure that rooms are booked for those receiving complementary room bookings (usually the President, Executive Director, Program Chair, and Kneller Speaker)
- Keep an eye on pick-up reports (reports from the hotel about how we’re doing in meeting our room block quotas) and coordinate with Executive Director and others to advertise and encourage attendees to book rooms
- Coordinate with local tourism board (they will reach out) about free things: welcome bags, maps, transportation vouchers, signage at airport and/or in hotel, etc.
- During the conference, keep an eye on food and beverages to ensure that quantities are good; decide if more is needed (coffee in particular)

Timeline and Trigger Dates
- Two months prior to the conference: Review hotel food menus and begin to formulate conference food plan in line with budget
- Towards the end of February: With the President, write a blurb for the members’ bulletin giving attendees information about the city and transportation to/from airport
- One and a half to two weeks prior to the conference: Food orders (BEOs) should be sent to the Customer Service Manager at the hotel (this timeline will differ depending on the hotel, so be sure to have this date confirmed with CSM)