

Please make a note of the following procedure for choosing locations and updating the networking calendar.

Hostesses may suggest locations for future networking events.

When a hostess suggests a location, she must consider the following guidelines for venue consideration.

- Venue must be within the assigned area of the network event.
- Venues with free parking is preferred.
- Venues that offer a private room is preferred.
- Venue must be able to accommodate separate checks.

The WSBA administration will do a final approval on all venue suggestions made by a hostess. The hostess will forward her suggestion to the current WSBA Administrative Assistant. The hostess should only forward her suggestion to the WSBA Administrative Assistant.

The WSBA Administrative Assistant has been assigned to update the calendar 6 months in advance. She will inform the WSBA Chapter Director when she is updating the calendar. The WSBA Chapter Director will announce in the hostess communications that the WSBA Administrative Assistant is collecting suggestions. All hostesses will have to opportunity to forward their suggestions. The WSBA Administrative Assistant will set a deadline for the location suggestions. The WSBA Administrative Assistant will choose the locations for future events, if a hostess has not forwarded her suggestions by the deadline set. When the locations have been listed on the calendar, WSBA cannot guarantee changes.

The meet up site will automatically RSVP for the hostesses assigned for the specific event. It will be the responsibility of the hostess to change her RSVP if she cannot attend. If a hostess cannot attend, then she must contact the co hostess and vis versa. If both hostesses cannot attend the schedule event, then they must contact the WSBA Chapter Director ASAP. Each networking event must operate according to the format set by WSBA. This format is listed within the Hostess Duties. The Hostess Duties provides an overview of the expectations set for the hostesses by WSBA. The Chapter Director will forward a copy of the Hostess Duties.

For your convenience, the following link will also provide a copy of the hostess duties.

[http://www.meetup.com/Womens-Small-Business-Association/pages/Duties\\_of\\_a\\_WSBA\\_lunch\\_hostess/](http://www.meetup.com/Womens-Small-Business-Association/pages/Duties_of_a_WSBA_lunch_hostess/)

The Chapter Director will also forward the following information, to help you get started as a new hostess.

Please keep all the information sent to you by the WSBA Networking Director, in a folder for easy future reference.

1. A brief overview of what area your event covers.

2. Current copy of the HOSTESS DUTIES
3. Current Sign In Sheet
4. Current WSBA Networking News
5. Copy of the previous HOSTESS COMMUNICATIONS
6. Current members list

A Chapter Director position is currently open for this chapter. Please direct any question or comments to [WSBAfounder@gmail.com](mailto:WSBAfounder@gmail.com) We thank you for your participation.

Susan Miller - WSBA President and Founder