

CHAPTER 7: COFFEE MORNINGS

Basic Facts

The purpose of the Club is to promote friendly contacts between women of all nationalities residing in the area and to help facilitate the integration of newcomers (Constitution Article II.1)

Coffee Mornings are held once a month throughout the Club year either in a local restaurant or café or occasionally in members' homes.

Members must not use Coffee Mornings to engage in commercial activities (see Constitution Article II.3)

Coffee Mornings and the Coffee Team are managed by a Coffee Coordinator, who is also a Board member.

The description of the Coffee Coordinator's Role is detailed separately under the section on the individual Board Roles.

ROLE AS A COFFEE TEAM MEMBER

Tasks	Further Details
Assist the Coffee Coordinator as requested	
Collaborate with the rest of the Coffee Team to ensure that every Coffee Morning has sufficient team members on duty	<ul style="list-style-type: none"> • Plan several months ahead • There is one person on the Welcome Desk who asks all members and guests to sign in • There is one person who ensures that "no one stands alone" or is left sitting at a table by themselves
Give a special welcome to new members and those attending their first Coffee Morning	
For any occasion where we need to cater the event, be available to help collect and return items to the club's storage facilities	<ul style="list-style-type: none"> • For example, Thermos jugs, coffee machines, cups et. • The collection and set-up may need to be carried out the day before an event

Club Policy

- Coffee mornings usually begin at 9h30
- There is no charge for coffee/tea and croissant at Coffee Morning
- Guests are welcome at Coffee Mornings. Each guest may come up to twice a year
- Pets are not allowed
- In September or October, the Coffee Morning is usually combined with the annual Activities Fair and organized in collaboration with the Activities Coordinator
- In December, the Christmas Coffee is combined with either a Christmas Carol Service or Brunch
- To provide variety, the Coffee Coordinator may suggest, for example, having a speaker, organising a raffle or an exhibition.
- Speakers may leave contact information so that members can reach them at a later date
- There must be no commercial activity at a Coffee Morning, including distribution of business cards
- Items for both IWCN and other charities (e.g. postage stamps, glasses, clothes, goods for the Bazaar) may be collected at Coffee Mornings, with prior approval of the Board and the hostess if the event takes place in a member's house