

Village Quilters Job Description Luncheons

Duties of Standing Committees:

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

Policy & Procedures affecting Job:

Administrative:

A retention policy shall be observed as set forth on the Record Retention Policy Schedule attached and incorporated herein.

Financial:

1. Fees for any lunch will NOT be refunded unless the participant cancels prior to the announced deadline. It is the responsibility of the participant to call the coordinator of the event to let them know they won't be attending, even if past the cancellation date, so that others on the waiting list can be contacted.
2. The Guild will underwrite the cost of tickets up to 5 honorary members for the luncheons as a thank you for charity work on the Guild's behalf. Further, the Guild may underwrite luncheon tickets for special invited guests as approved by the board from time to time.

Duties & Responsibilities:

- Be responsible for the plan and setup for the luncheons held by the Guild. Currently there is one in June and December.
- Coordinate or recruit committee members as needed.
- In the odd numbered years, the June luncheon will be the Guild challenge luncheon. Work with the Guild Challenge chair as to any special needs they have. In the even numbered years, choose a special theme, special program or guest speaker or entertainment to make the luncheon special.
- The December luncheon is the Holiday luncheon. You may choose to have a special program or entertainment for the luncheon.
- Choose a venue and work with venue manager to select menu. Coordinate serving time and table layout plus microphone needs and/or head table needs if appropriate.
- Check with treasurer or Board to see if the Guild is underwriting any portion of the total luncheon meal cost as this will reduce the cost you will need to charge each

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member. Set the price of the luncheon and the reservation/cancellation deadline date.

- Plan and prepare and/or purchase the table decorations. Table favors are optional, if the budget allows.
- Plan and prepare a seating arrangement. Prepare seating directions to post for members.
- Take reservations at the meetings. It is helpful to begin reservations two (2) months prior to the luncheon.
- Confirm number of attendees from the Neighborhood group (up to five) to add to total reservation number.
- Confirm number of reservations with checks. Forward checks to treasurer.
- Coordinate any final plans or needs with the venue manager. Give final count.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy such as any contracts if executed.
- Present reservation checks and revenue forms as well as receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- Provide annual budget input as requested by the treasurer.
- Adhere to the budget approved for this position. If additional funds are required, prior approval by the board must be requested before incurring the expenses.