

# **Village Quilters Job Description Luncheons**

(As of August 2010)

## **Duties according to Village Quilters Bylaws:**

### **Article VI – Duties of Standing Committees:**

**Section 2.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

**Section 3.** 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:**

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

### **Financial:**

b) Fees for any class, workshop, **lunch** or trip will **NOT** be refunded unless the participant cancels **either** one week in advance of the event OR prior to the announced deadline **whichever comes first**. 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.

g) 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 Association's behalf. Further, the Association 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 Christmas luncheon. Usually there is an optional \$10 gift exchange. You may choose to have a special program or entertainment for the

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luncheon.

- Work with Yacht Club manager to choose 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 member then set the price of the luncheon and set the reservation/cancellation deadline date (usually one week prior to luncheon date for final number confirmation).
- Plan and prepare and/or purchase the table decorations. Optional table favors if desired and 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 to add to total reservation number.
- Confirm number of reservations with checks. Forward checks to treasurer.
- Coordinate any final plans or needs with the Yacht club. Give final count.
- In connection with the optional gift exchange, it is helpful to give a ticket to each person that hands over a gift, then when members are being seated, each member with a ticket may come and select a gift of their choice.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record 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.