

Village Quilters Job Description Luncheons

Duties according to Village Quilters Bylaws:

None

Policy & Procedures affecting Luncheons:

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.

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 challenge luncheon. Work with the Quilt Challenge chair as to any special needs they have. In the *even numbered years*, choose a special theme to make the luncheon special.
- The December luncheon is the Christmas luncheon. Usually there is an optional \$10 gift exchange.
- Work with Yacht Club manager to choose menu.
- Set price of luncheon and set the reservation/cancellation deadline date (usually one week prior to luncheon date).
- Plan and prepare the table decorations. Optional table favors if desired and budget allows.
- Plan and prepare a seating arrangement. Prepare seating directions for members.
- Take reservations at the meetings. It is helpful to begin reservations 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.
- Submit bills/reimbursement forms for decorations/purchases within budget.

As of September 2008