

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:

Review the Policy, Procedures, Resolutions document especially the Financial section (items 1 & 2) as they pertain to reservations and cancellations policy.

Duties & Responsibilities:

- ✧ Chair will recruit and coordinate committee members as needed to help plan and carry out luncheons.
- ✧ Be responsible for the plan and setup for the luncheons held by the Guild. Currently there is one in June and December.
- ✧ 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, may choose a special theme, special program or coordinate with the Program Hosting Chair to see if there are Program plans for a guest speaker, entertainment or display to make the luncheon special.
- ✧ The December luncheon is the Holiday luncheon. You might 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 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 if desired. 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.

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- ✦ Confirm number of attendees from the Neighborhood group (up to five) to add to total reservation number (paid by Guild).
- ✦ Confirm number of reservations with checks.
- ✦ Complete and present reservation checks and revenue forms as well as receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- ✦ Coordinate any final plans or needs with the venue manager. Give final count.
- ✦ Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- ✦ If you receive any donation items from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer for handling.
- ✦ Outgoing Chair shall turn over all books, records or files to their successors.
- ✦ Provide annual budget input if/when requested by the treasurer.
- ✦ Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board must be requested before incurring the expense.
- ✦ With respect to the retention policy, forward any other original record you may have to the secretary prior to year end if it is called for in the policy.