

# **Village Quilters Job Description**

## **Luncheons**

### **Standard Duties of Standing Committees & Officers:**

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. 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.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

### **Policy & Procedures affecting Job:**

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

### **Duties & Responsibilities:**

- ✦ Be responsible for the plan and setup for the luncheons held by the Guild. Chair will recruit and coordinate committee members as needed to help plan and carry out luncheons. Currently there is one in June and one in December.
  - In odd numbered years, the June luncheon is usually designated as the Guild Challenge display luncheon. Coordinate with the Guild Challenge chair as to any special needs they may have for display and/or if any guests that may be invited (such as charity guests) that cost will need to be considered.
  - In the even numbered years, the June luncheon is usually open; you may choose a special theme, special program or check with the Program Hosting Chair to see if there are Program plans for a guest speaker, entertainment or display, or if it may have been designated as the AQS Quilt Challenge display month.

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- The December luncheon is the Holiday luncheon. You might choose to have a special program or entertainment for the luncheon as budget allows; check with the Program Hosting Chair to see if it may have been designated as the AQS Quilt Challenge display month.
  
- ✧ Choose a venue as early as possible and work with venue manager and/or caterer on all aspects of luncheon plan:
  - request contract with details included
  - execute contract (Admin Policy grants Chair with signature power; or request contract be signed by President or Treasurer)
  - Per Standard Policy, original contract to Secretary for retention when executed
  - find out how to handle special food requests due to dietary needs
  - request an invoice for any payments needed – there may be a deposit and then a final payment (see above Standard Duties for handling payments)
  - ask about a final date for confirming final head count – this will be the stated cancellation date you post (see below for handling cancellations)
  - ask about any last minute (post head count) additions
  - select menu
  - coordinate serving time, table layout, microphone needs if any and/or head table needs if appropriate
  - inquire if table decorations are supplied by venue/caterer; otherwise see below
  
- ✧ Other planning aspects of luncheon:
  - Plan, prepare, rent and/or purchase the table decorations if not supplied by venue/caterer. Table favors are optional, if the budget allows.
  - Check with treasurer or Board to see if the Guild is underwriting any portion of the total luncheon meal cost – this will reduce cost you need to charge/member.
  - Set the price of the luncheon and the reservation/cancellation deadline date based on the date above for a final count to the caterer/venue.
  - After that cancellation date, no refunds will be given for cancelling; once past this date if someone wants to attend and you have a non-refundable cancellation, you can swap the two. Easier to have member pay member.
  - If venue is Christ Our Savior church, apprise President/VP so alternate meeting arrangements can be made.
  - Plan and prepare a seating arrangement if desired; totally open seating is an option or semi-planned with attendees picking a table number from a pot and sitting at that table. It has been helpful to have name plates available to set at a person's seat so others can easily see each other's names.
  
- ✧ Reservations, notifications, handling checks:
  - Take reservations. Best to begin reservations 2 months prior to luncheon.

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- Write up a statement with detailed information to be informative, including the final refundable cancellation date; send to E-BULLETIN Chair for inclusion in E-Bulletin 2 months (then 1-month) out from event.
  - Confirm number of attendees from the Neighborhood group, if any, (up to five paid by guild) to add to total reservation number.
  - Confirm number of reservations against checks received plus guild paid guests.
  - Hold checks until luncheon date then forward to treasurer with an alpha list of attendees (see above standard duty for handling receipts); Keep in alpha order; if someone needs to cancel, it's easy to pull and can just return check.
- ⤴ Coordinate any final plans or needs with the venue manager. Give final count. Make final payment based on invoice using Standard Procedures outlined above.
- ⤴ Insure cleanup, if any, of the room and make a visual sweep for any items left behind by members.