

## Newcomers Welcome Club of Lake Oswego

Position Description (Revised Jan 2022)

**Title: Luncheon/Restaurant Chair**

**Non-Elected Officer, Voting Board Member**

**Term: 2 Years Annual Budget:**

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### PREREQUISITES:

**DUTIES: Book restaurants that meet the requirements of size, location, pricing, and room set up.** Work with Program Chair to make sure that program needs are met.

- **Scope out restaurants a minimum of 3 months in advance of proposed booking date. Considerations:**
  - Location: Driving distance and parking availability
  - Capacity: Separate or private room availability, noise levels, space for mingling
  - Menu: Choose 3 selections (vegetarian, fish, beef or chicken). Desserts are highly desirable, and coffee, tea, and water service are a must.
  - Bar Service: No host bar Members pay cash for their own drinks
  - Pricing: Include room fees, gratuities, meal pricing, set-up fees, etc. in cost per reservation
  - Room Set Up: Table placement, podium and speaker availability, audio visual availability, space for displays, sign in table near door, etc.
- **Book the Restaurant**
- Luncheons have traditionally been held on the second Thursday of each month
  - Luncheon schedule:
  - 11:00 a.m. - 11:30 a.m. Social time.
  - 11:30 a.m. - 11:45 a.m. Luncheon is served.
  - Program starts at 12: 15 - 12:30 p.m.
  - End of Luncheon 1:30 p.m.
- **Get it in writing:** An outline of each Parties understanding to how the event will play out signatures.
  - Be careful of minimum requirement charges, i.e. You must spend "x amount" or pay that minimum amount.
- **Submit articles to Newsletter Publisher**
  - Traditionally articles are requested to be in no later than the first Sunday of the month prior to the luncheon. Include location, menu, pricing, reservation contact person(s), reservation deadline, seating limit if any. A template had been provided for easy data fill in.
- **Notify the Restaurant on the date and time they have specified**
  - Provide the headcount and total number of each menu choice (unless it is banquet style in which case the headcount is all that is required. Create a Word Document detailing the number count for each entrée along with the color code to be utilized by the serving staff. Send the Word Document to the restaurant contact person. Many restaurants provide you with a template of their understanding of the requirements of the day including menu selection, table placements, all costs, deposits required, start and end times, etc.
  - In the case of smaller restaurants, you may need the event manager to review our contract template. Obtain necessary)
  - Arrive early on the day of the luncheon to ensure that tables are set up as discussed making sure that the sign in tables are located near door.
- **Attend monthly Board meetings, Meet and Greet Coffees and Luncheons.** Be prepared to give an update at meetings. If you are unable to attend a Board meeting, mail, fax, phone, or email your monthly report to the President prior to the monthly meeting.
- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Second VP

- notebook for future reference.
- **Attend Joint Board Meeting (June)**, review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.
- **Mentor** your replacement.
- **Important Considerations:**
  - Book facilities at least 3 months in advance
  - Be sure to book the December and April (fashion show) a year in advance. The reservations during the holiday season are usually the greatest. Due to the size of the reservations for this month try to book at a country club.
  - Utilize the Venue Check List when meeting with restaurant management. Always ask what Audio/Visual Equipment the Restaurant has available to use on the day of the luncheon. Notify Program Chairs of AV availability or lack of AV.
  - Send Reservation Chairs a copy of the newsletter article each month that includes all restaurant and menu selection information