

## Newcomers Welcome Club of Lake Oswego

Position Description (Rev May 2023)

**Title: LUNCHEON RESERVATIONS CHAIRS**

**Appointed Standing Committee**

**Term: 1 Year**

**Annual Budget: \$100.00**

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### **PREREQUISITES:**

### **DUTIES:**

- **The Reservations Chairs work closely with the Luncheon/Restaurant Chairs** who selects the restaurant for the current month's luncheon. Each restaurant determines seating capacity and reservation deadline. Any cancellation after the day and time posted in the newsletter, the member is responsible for the payment of their lunch. The contact with the restaurant is through the Luncheon/Restaurant Chairs who must be informed of the number of reservations made. When there are two Reservations Chairpersons, one Chair handles telephone reservations and the other handles on-line (Google) reservations. All reservations must be confirmed to the member to be valid. The Reservations Chairs' phone numbers/email addresses are published in the monthly newsletter.
- **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.
- **The Restaurant Chairs will notify the Luncheon/Restaurant Chairs** if there is a limit on the number of reservations accepted for the current month, **the latest date the restaurant will accept additional reservations prior to the lunch** and whether any other information is necessary such as selection of entree, etc.
- **Provide a signup sheet for the luncheon at the Meet & Greet Coffee.** Board members and new members in attendance will have the opportunity to register for the luncheon at the Meet and Greet.
- **After the newsletter is published, members will register via phone or on-line (Google Forms).** Record the name **and** menu choice (and phone number/email address) of those calling **including any guests.** In addition, ask for spelling of the last name, if they are attending a luncheon for the first time (and if they are bringing a guest). **Send a copy of the reservation list to New Member Co-Chair to advise them of any first luncheon attendees.**

- **Prepare an email blast advertising the luncheon** and forward to the E-Blast Coordinator for distribution following receipt of the Newsletter. E-blast to be sent out one week before the luncheon and more frequently if requested.
- **Compile a list of all reservations** from phone calls, on-line, and Meet & Greet signup sheet. Provide Restaurant Chairs with the total number of attendees 15 minutes prior to the deadline published in the newsletter.
- **Phone and email the Luncheon/Restaurant Chairs** with the total number attending and head count of each entrée selection. Confirm once again when the latest additional reservations can be accepted by the restaurant. At this point people go on a waiting list and can attend the luncheon only if there is a cancellation.
- **Organize nametags for each luncheon attendee/guest.** Code each nametag with a sticker or symbol to indicate entree choice. Be sure nametags are delivered early to luncheon site and arranged on sign-in table in alphabetical order to minimize confusion. Always have extra blank nametags for "surprise" attendees. It's helpful to be at the luncheon around 10:30 to get organized. People do come early.
- **Alphabetize the final reservation list** and **bring one** hard copy to the luncheon, one to check *off* names as they pay and pick up their nametags and the other for the Treasurer. On the lists indicate (with an asterisk) who is attending for the first time and if they are a guest (and of whom).
- **Submit receipt of all luncheon payments** along with the reservation list to the Treasurer. Collect nametags at the end of the luncheon.
- **Maintain accurate records** about your term in office.
- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President and one to your successor to be put into the Reservations position 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.