

IWCNE Luncheons Chair

Purpose of the Position

The Luncheons Chair manages monthly IWCNE luncheons.

Duties

The Luncheons Chair:

1. Selects local restaurants and other venues that meet the size and luncheon cost criteria.
2. Negotiates the per person luncheon cost and specifies whether the luncheon will be a buffet or plated.
3. Negotiates use of the venue's audio system, screen, and projector.
4. Signs contracts.
5. Works with the venue to select menus.
6. Accepts luncheon reservations from members by email or phone and maintains a registration list for each luncheon.
7. Follows up with registrants for payment and records payment details.
8. Gives the restaurant the final count for each luncheon.
9. Creates a signup sheet for the next luncheon.
10. Sets out name tags and checks in all participants as they arrive at the luncheon.
11. Works with the Treasurer to ensure payment to the venue on the day of the luncheon.
12. Gives checks to the Treasurer for deposit.
13. Works with the Program Chair to create a description of the next luncheon for the newsletter.
14. Attends Executive Board meetings and gives the Luncheons Report.