

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Reservations Committee Co-Chairs**

**The Reservations Committee** position provides for two **Co-Chairs** and is a Standing Committee of Newcomers of Central Florida, Inc. Each Co-Chair is a member of the Executive Committee.

**By-Laws description of duties**

The By-Laws contain no specific descriptions of duties for Committees. General information on Committees is included in Article VIII: Executive Committee and Article IX: Committees.

**Description**

The **Reservations Co-Chairs** are responsible for taking the reservations for each monthly Luncheon, communicating the total attendees and menu choices to the **VP for Luncheons Co-Chairs**, and preparing a check-list of confirmed attendees and meal choices for use at each monthly Luncheon check-in.

The **Reservations Co-Chairs** are expected to attend monthly Board Meetings and Luncheons.

**Basic Job Functions**

Take the reservations for each monthly Luncheon (member and guest name and menu choice), communicate the total attendees and meal choices to the **VP for Luncheons Co-Chairs**, and prepare a check-list of confirmed attendees (members and guests) and meal choices for use at each monthly Luncheon

Provide a list of each attending member celebrating a birthday in the current month to the **Hospitality Committee** for use at each monthly Luncheon

Provide a list of guests with sponsoring member to the **Hospitality Committee** for use at each monthly Luncheon

Collect Luncheon fees at each monthly Luncheon and distribute name badge with menu selection

Reconcile reservations, funds received, free lunches, and no shows with **Treasurer**

**General Procedures**

The last week of each month, via e-mail, request a copy of the latest Excel spreadsheet of the Membership List from the **Membership Chair**

Using Excel, create a **Reservations Call List**, using member information from the Membership List. This List will include restaurant name, date, location, and meal choices. Note: the entrée choices and Luncheon location are listed in the Chatter

Columns on the **Reservations Call List** will include CK/\$, joined date, member name, birthday, phone number, meal choice, and if they are a guest (all of these columns will be in the Excel spreadsheet from **Membership Chair**, except the guest information). Divide this list into two alphabetical sections, **A-L** and **M-Z**, for ease of record keeping

Prior to the Board Meeting the first week of every month, create the **Board Reservations List** with the Luncheon date, location, and meal choices. The hardcopy (paper) **Board Reservations List** is passed around during the Board meeting for those present to make their Luncheon reservation and meal choice at the meeting in lieu of placing a reservation call. If no **Reservations Committee Co-Chair** is able to attend the Board meeting, provide the **Board Reservations List** to a **VP for Luncheons Co-Chair** prior to Board Meeting to pass around at meeting. Remind Board members to sign up **only** for themselves, and not for anyone **not attending** the Board Meeting

A **Reservations Co-Chair** will incorporate these Board Member names in the **Reservations Call List**

#### **Reservation Deadline Guidelines:**

The deadline/cut-off time for reservations is at 5 p.m. on the Sunday prior to the Thursday Luncheon, and no reservations can be accepted after that time.

All reservation changes and cancellations must be made prior to this Sunday 5 p.m. deadline—or the member will be responsible for paying for the cost of her luncheon.

Any member who fails to make her luncheon reservation by the deadline can place her name on a Waiting List and have an opportunity to take the place of a member who has signed up for the Luncheon by the deadline but needs to cancel that reservation. In this case, the choice of entree (at non-buffet events) will be based on the selection of the person who originally made the reservation. The member who gets a reservation through the Waiting List is responsible for the cost of the Luncheon, not the member who originally made the reservation.

A member who has made a reservation but does not attend the Luncheon must pay for the reserved lunch unless a Waiting List person takes her place.

After the Sunday cut-off time, the **Reservations Co-Chairs** will coordinate and merge all confirmed reservations.

Create the **Final Reservations List**, showing individual breakout of confirmed reservations including totals of attending members, guests, meal choices, and attending members celebrating birthdays

Email the **Final Reservations List** to the **VP for Luncheons Co-Chairs** to aid in meeting restaurant catering requirements. The **Final Reservations List** will also be e-mailed to **President, Hospitality Committee,**

**Historian, Membership, and Recording Secretary** and others on a “Need-to-Know” basis. In the e-mail, include a summary of the totals, e.g. 35 Total Attending (33 members, 2 guests); 7 Chicken; 20 Beef; 8 Seafood; 5 birthdays with member names. Attach an Excel file to the e-mail to verify email summary totals

Print out copies to take to the check-in table the day of the Luncheon

Prior to the Luncheon, verify that all attending members and guests have a name badge. If not, make name badge (templates in Word). NOTE: Latest Membership List and the Chatter will list new members. Insert the meal choice card into each member and guest name badge

Insert “Guest” or “New Member” tab into the correct name badge holder. After each new member attends her first luncheon, remove the “New Member” card, saving it for later use

On the day of the Luncheon, bring the **Final Reservations List**, attending member name badges, and guest name badges.

At the Luncheon, after all have checked in, count all money and reconcile against **Final Reservations List**, listing all who did not attend (no-shows) and any who redeemed a “Free Luncheon” Certificate with **Treasurer**. If the money balances, fill out **Treasurer’s Balance Sheet**, insert money and a final copy of a **Final Reservation List** into the Treasurer’s bag, and give it to the **Treasurer**

At the May Board Meeting, submit a report to the Board summarizing the year’s activities.

Pass on all Word documents and Excel spreadsheets to the incoming **Reservations Co-Chairs**, along with any helpful explanatory instructions

## Requirements

Willingness to receive telephone reservations from members

Computer, printer, and email

Knowledge of Microsoft Word and Excel programs

Hand dexterity to:

check in members at luncheons, accept and note payments;

handle name badge holders, including filing and inserting new name sheets and meal selection cards into the badge holders;

count money after each luncheon

*Note: This job description is not intended to be all-inclusive.*

*Position may perform other related duties as required to meet the ongoing needs of the Club.*

*Revised: July 10, 2014*