

RESERVATIONS CHAIRMAN

Job Description

2015-2016

Takes reservations for the monthly functions. Maintains a file of all permanent reservations. Works with Club caterer and Programs Chairperson to finalize expenditures and billings. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 1st Vice President.
2. Reservations Chairman attends all Board Meetings and all other regular or special meetings of the HSC.
3. Takes reservations for the upcoming monthly function. You need the person's name, number of reservations, payment method and menu choice.
4. Maintains a file of permanent reservations. Bring permanent reservations forms to Board Meetings and Luncheons/functions.
5. Calls Soundside Club at 11am on Tuesday prior to function to give the total number of reservations for upcoming Luncheon.
6. After the reservation deadline has passed, handles calls from members wanting to make or cancel reservations. You may substitute new reservations for cancellations as received. Members who want to attend but call after the deadline may attend the function and take the place of a no-show. This does not guarantee a meal. Members who do not cancel their reservations by the deadline will be charged.
7. Arrives early the day of each function. Accepts payment from those who wish to pay by cash, check or credit card. If there is a menu choice, pass out markers to help the club staff serve the food.
8. Meets with the Club catering manager immediately following each function to settle expenditures and billing. Turn in cash payments, checks, and credit card payments to cashier's cage at Soundside Club the following morning.
9. Destroys and disposes of all credit card numbers at the end of term.
10. Selects a Co-Chairman to assist and represent at Board Meetings if you are unable to attend.
11. Submits a monthly written report via e-mail to the Secretary by 12:00 noon Friday before the Board Meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board members. Report should include details of activities for the month. It also lists all income and expenses for the month.
12. Contacts the 1st Vice President by 5 PM Monday before the Board Meeting with items you wish to place on the Agenda.

13. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in the Sound newsletter or on the website.
14. If any expenditure is incurred, Reservations Chairman submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
15. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the Budget Review Meeting.
16. For historical data and continuity of information, Reservations Chairman also submits a separate "After Action Report" to the President, 1st Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
17. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
18. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
 - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
19. Contacts the Chairperson filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
20. Thank you for volunteering and have a great year!

(Revised 02/16)

Reservations Monthly Calendar of Duties

Monthly

Send the online invitation approximately 3 weeks before the function. Include information such as date, time, event theme, and menu choices. Request members RSVP with their choice of meal, if more than one is offered.

Online invite information is: www.anyvite.com
Log in e-mail address: hscreservations@gmail.com
Password: reservations.

All reservations should be made NLT the Friday before the function. Cancellations must be made NLT the Monday prior to the function. If they cancel after this, they will be expected to pay for the event (special circumstances withstanding).

Send the Membership Chairman a copy of the RSVP list the Monday prior and send her any cancellations or additions NLT Wednesday. If you receive any cancellations or additions Thursday morning, let the Membership Chairman know at the Luncheon.

Call Phyllis at the Soundside Club (884-7507) the Tuesday before the function with the total number of meals.

Arrive approximately 30 minutes prior to the function to ensure enough time for set-up.

Upon completion of the function, get an invoice from Phyllis at the Soundside Club. She will need to know how many members and non-members attended.

Take invoice and payment to Lew at the Cashier's cage at the Soundside Club. Separate out credit card payments from cash and check charges. Staple invoice, receipt, credit card payments, and reservations list all together to go into binder.

Childcare Reimbursement

We reimburse up to \$5 per hour per child for HSC members (max 2 hours). This money comes from the cash box so you will need to fill out a receipt and submit a reimbursement request to the treasurer with the receipt attached so you can replenish the cash box.

E-mail

We have our own e-mail address. It is: hscreservations@gmail.com. Password: reservation

Monthly Reports

You are responsible for a monthly Board report. Please see reports from previous years for proper format. Your Board report is to be sent by e-mail to the Secretary by 1200 on Friday before the monthly Board meeting. Print out a copy for your binder and attach to the invoice.

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