

FOOD SERVICES CHAIR JOB DESCRIPTION

October

- Prepare a report on activities as Food Services/Banquet Chair for presentation at the Board and Faculty summary meeting
- Attend the Board and Faculty summary meeting.
- Bring a USB containing copies of templates and forms to Board/Faculty meeting
- Present any changes or recommendations to the Board for approval

January

- Receive guidelines from Board on meals, banquet, prices, etc.

March

- Contact host site Food Services Director to obtain prices and menu choices. Plan all the meals for the week and they will provide a list of food choices being served for the week
- Obtain prices for all meals: breakfast, lunch, **dinner
 - Contact vendors for participation and financial support of various events and traditions.
 - Saturday afternoon welcoming reception (Kofile) – Check with Orientation Chair to coordinate the meal with Orientation meeting...
 - Morning coffee at Langdon Woods (Conduent)
 - **Prepare/coordinate Wednesday nights meal for Langdon Woods (Pizza – Appetizers)
Communicate with graduating class to see what types of food served at party – may reduce or add to amount of food purchased for dinner...
 - Champagne reception at banquet (Clerkbase)
 - Appetizer at banquet (Municode)
 - Wine at dinner tables for banquet (Martinetti Corp.)

April

- Contact Food Services Director and confirm meal choices
- Report to the Board on your decisions and plans

May

- Discuss with Graduation Chair/Year 3 Advisor any needs for the class party and graduation
- Touch base with Food Services Director at host site. Confirm faculty luncheon, opening reception and 3rd Year class party arrangements
- Contact banquet manager to discuss logistics and arrangements for dietary needs or food allergies

July

- Check registrations as they are received from the Registration Chair to keep track of the number of meals to be served daily and any food allergies
- Determine how many students will stay for Friday breakfast by reviewing any keys that were returned by early departures
- Prepare posters to acknowledge vendor donations
- Make reservations for board and faculty Monday night dinner
- Prepare and post banquet sign-up sheets

Week of NEMCI&A

- Monitor meals and be the liaison to the food service director
- Work with Chair and Graduation Chair on any outside meals and locations
- Finalize the arrangements with Common Man regarding special dietary needs and visit the facility and determine chair placements for graduates
- Work with local florists to provide flowers for graduating class. Females carry a flower and the men wear a boutonniere
- Coordinate the flag setup with Logistics Chair
- Reserve graduation venue for next year and arrange for deposit check with the Treasurer.

Adopted by the NEMCI&A Board on: August 5, 2015