

Newcomers of Central Florida, Inc.
Job Description of
Second Vice-President – Co-Chairs for Luncheons

The Second Vice-President for Luncheons position provides for two Co-Chairs. Each is a member of the Executive Board and the Executive Committee. By-Laws information on the Executive Board is included in Article V: Executive Board. By-Laws information on the Executive Committee is included in Article VIII: Executive Committee.

Description of Duties

(from By-Laws Article VI: Officers, Section 3)

The **Second Vice-President**

- a) shall make arrangements (including contract authorization) for all luncheons;
- b) shall preside in the absence of the **President** and **First Vice-President**.

The **Second VP for Luncheons Co-Chairs** are expected to attend monthly Board Meetings and Luncheons.

Basic Job Functions

Select restaurants for monthly Luncheons, planning several months in advance

Plan each month's menu, comparing. Try to offer 3 entrée selections. Determine whether coffee, tea, and dessert will be included

Make all arrangements (including contract authorization) directly with the Restaurant/Catering Manager. Negotiate the menu contract, getting the best pricing available

Check with Catering Manager regarding table sizes, colors of table cloths and napkins, and whether table decorations will be provided or not; give all information to **First VP for Programs Co-Chairs**

Coordinate closely with the **First VP for Programs Co-Chairs** to determine whether there a need for a podium, microphone, projector, VCR, extra electrical outlets, etc.; request these from the restaurant if possible

Coordinate head table seating with **President** and **First VP for Programs Co-Chairs**

Arrive early to the restaurant to make sure arrangements are in order

By the day before each monthly Luncheon, email the front page article to the **Chatter Editor** which notes the Luncheon restaurant, date, time, address, directions, telephone number, menu choices, and cost

If the restaurant requires a deposit, request a check in that amount from the **Treasurer** and deliver it to the restaurant before the Luncheon

No later than the Tuesday before the Luncheon, call the Catering Manager with the head count. On the day of the Luncheon, inform the **Treasurer** of the final check amount and deliver the check to the Catering Manager

Send the name and address of the Catering Manager to the **Corresponding Secretary** so that a Thank You card can be sent.

At the May Board Meeting, submit a written report for the Board summarizing the year's activities.

Requirements

Ability to travel to restaurants

Ability to negotiate contracts

At least one Co-Chair needs a computer and email account to contact other Board members

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: January 1, 2014