

Food Services Chair Job Description

October

- Prepare a report on activities as Food Services/Banquet Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary 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.
- 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 will be served at party. Plan for party food 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 (Martignetti Corp).

April

- Contact food services director and confirm meal choices.
- Report decisions and plans to the Board.

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 instructor 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 Instructors 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 regarding special dietary needs and visit the facility and determine chair placements for graduates.
- Coordinate the flag setup with Logistics Chair.
- Reserve graduation venue for next year and arrange for deposit check with the Treasurer, if necessary.

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