

FIREBELLES LUNCHEON COMMITTEE JOB DESCRIPTION/RESPONSIBILITIES

ONE MONTH PRIOR TO NEW YEAR'S MEETINGS (August):

- 1) Contact L.O.P. Food & Beverage Manager to see if Chef's Choice will continue with \$16.00 (buffet charge) and \$19.00 (served luncheon) will be continued for the New Year's luncheons.
- 2) If this is not possible, schedule a meeting a.s.a.p. with Food & Beverage Manager (and Chef??) in August. Luncheon Committee members, the current Firebelles President/past President and Contact Committee members (for their input/suggestions should be included in the meeting).

SIX DAYS PRIOR TO EACH MONTH'S MEETINGS:

- 1) On Friday prior to luncheon, email (or call) L.O.P. Accounting Office and request \$150.00 bank for change used at meeting. This bank should be returned to them after the meeting on the same day. (For most meetings, I order \$100.00 in fives and \$50.00 in ones).
- 2) Contact the Food and Beverage staff on Friday prior to meeting for Chef's Choice Luncheon Menu. This should include main course, sides (usually bread & butter, vegetable or salad), small beverage set-up (coffee and iced tea) and dessert. Advise the food manager at this time of any special table set-up (i.e.: each month, we need two long table in foyer (with tablecloths) for check-in process and committee set-up. An additional table by fireplace is needed for raffle committee. Podium and extra microphone needs should be given at this time also. The V.P. handling programs should contact Food and Beverage with any special needs for the program speaker.
- 3) Prepare your menu white board showing luncheon menu (pictures/descriptions/cost) that will be placed on ledge on right side of foyer for members to see when they come in. Include meeting program details if there is room.
- 4) Prior to meeting, make sure your luncheon committee folder has all the forms you will require during the meeting. The Contact Committee Chairperson will email you a reservation list and changes prior to each meeting which you will need a copy of so you can cross off members as they check in and pay. Check your email on the morning of meeting for any last minute cancellations/additions so your list is current.

A meeting tally form showing total attending, guests and no show should be in folder. Large envelopes should be in folder.

The cash box should be taken to each meeting (make sure divider cards for dollar values are included).

Also special menu cards* should be included for vegetarian, gluten free or dairy free members.

*This is not something they can decide on the day of the meeting.....the contact committee needs to be informed of special menu needs when reservations are made.

DAY OF MEETING

- 1) Arrive at Clubhouse for setup around 10:15 a.m.
- 2) If two long tables are not set-up in clubhouse foyer, contact lunch staff and get help placing two tables there.
- 3) Pick up bank from accounting. Confirm amount as you place behind dividers in cash box. Do not leave money box unattended.

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- 4) Set out reservation list and pens on table top.
- 5) One member of luncheon committee should check off members as they come in and one should take payment and make change when needed. If members pay by check, make sure amount is correct (\$16.00/\$19.00) and they have signed and dated check.
- 6) If anyone tells you that a member is out due to illness or emergency, cross off name and write reason on form and name of member who gave you information.
- 7) About 15 minutes prior to meeting start (11:15 a.m.), look over list and count members present. Highlight names not yet signed in. List total attending plus no-shows and guest names on tally form. Give this list to president at beginning of meeting so she can announce names of no-shows to see if they are present and not checked in and to welcome guests and announce number attending. Around 11:30 when meeting is starting, take your seat in dining room. One of the hostesses will have reserved a seat for you at the Committee Chair table (in front of fireplace), so you have a view of entry and any late arrivals. Make sure to take the cash box and your belongings with you to the dining room. (I put in a large carry-all bag and place under my chair).

AFTER MEETING**

**Check number of members served with Head of Serving Staff....(I double check my reservation list and sign-ins before checking with her)....to see if her numbers match mine; they usually do. We will be billed for the number of luncheon reservations made by Sharon Eastman and ordered with Food and Beverage prior to meeting...this number may differ from those actually served, but we have to pay for total we ordered.

- 1) Take \$150.00 (cash-no checks) out of cash box and put into envelope and return to L.O.P. Accounting Office. Have Accounting Rep count and sign for money on your tally form.
- 2) I take everything home with me and fill tally all and make copies of the forms to be delivered to our Treasurer (same day).
- 3) Use the Meeting Tally Sheet to show number of lunches ordered, number served, meals that are comp's (usually guest speakers), gift certificates received and cash and check totals. Instructions for filling out are on form.
- 4) Fill out a Revenue-Turned-In-Form for Treasurer.
- 5) A copy of the no-shows, guest list and totals also goes with money and revenue form to Treasurer.
- 6) Make a copy (for your records) of the forms you are giving to the treasurer.
- 7) The envelope for the Treasurer will include the Tally sheet with Monday totals for meeting, the meeting member totals list, and the cash and checks received from the meeting. The front of envelope should list Treasurer's name and title and your name and committee and the date.
- 8) Email the names of no-shows to the Communications Chairperson to verify there was no mistake in reservation list or that they should have been excused from the meeting.
- 9) Email a copy of meeting numbers and total of deposit to President for her information.
- 10) Email an attendance total with lunches ordered and total served to member handling L.O.P. newspaper article and Firebelles Secretary for their records.

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BILLING FOR NO-SHOWS

Send a payment letter to members on no-show list.

Put their names on No-Show Billing Tally Form for current year.

Prior to next meeting, check to see if payment or contact regarding billing has been received (a lot for excused reasons). If not and they're planning to attend next meeting, put info on next month's list in order to collect when they check in.

When payment is received, a separate Revenue Turn-In-Form should be filled out and this information should be included with billing tally form (make copy of check also for records) and give to Treasurer separate from monthly luncheon forms and cash.

YEAR END ACCOUNTING

Keep totals by month on form provided. At end of year, forms from each month's luncheon meetings should be put in order and put into a large manila envelope with Firebelles Information and current year on it and filed. The year's billing for no-show's tally and copies should be included, but in a separate envelope.

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