



30 April 2020

LUNCHEON COMMITTEE

1. PURPOSE:

Communications with Food & Beverage as to the Firebelles needs for a sit-down luncheon and General Meeting. Collect fees for the luncheon.

A. Responsibilities

- i. Contact Food & Beverage to determine the meal for the month's luncheon at the General Meeting.
- ii. Contact Food & Beverage for any special requirement for the General Meeting (tables for Raffles, speaker requirements, etc.).
- iii. Coordinate with Administration to get funds to make change for Luncheon.
- iv. Coordinate with Reservation Committee for the list of members attending.
- v. Keep records of members that did not show up for paid meal.
- vi. Prepare funds collected from Luncheon for Treasurer.
- vii. Collect money for No-Show meals.

2. SKILLS:

Very well organized. Ability to handle large sums of money. Good attention to details. Excellent communication skills.

3. BUDGET:

As approved by General Membership