Position Overview: This position is responsible for collecting, recording and reporting monthly reservations for the WIL Monthly Luncheon Meeting, preparing all monthly reports, and sending out invoices for all No Shows (Members and Guests). Confirm reservations with venue prior to meeting; reserve registration, door prize tables and equipment for speaker as requested by the VP of Programs. Request invoices from meeting location and send to Treasurer and solicit Greeters monthly to obtain member and guest business cards. This position works closely with wait staff to meet the needs of the WIL members and speakers and to start the food service on-time.

MONTHLY DUTIES:

1. Review board minutes from previous month meeting.
2. Create luncheon event on WIL website.
	1. Update event to include correct information and reservation options.
	2. Prepare and set days/times to send event registration emails and reminder emails to all members and guests.
	3. Open event for registrations
3. Tuesday prior to monthly luncheon, collect, record, and report monthly reservations to Treasurer. This is reported on Tuesday at 10AM prior to the Monthly luncheon meeting. Prepaid and Comp Lunches are required to RSVP 48 hours in advance of luncheon the same as all attendees.
4. Email venue final RSVP numbers at 10AM Tuesday before the luncheon.
5. Reserve registration and door prize table.
6. Reserve equipment for speaker as requested by the VP of Programs.
7. Request invoice from venue, double check and send to Treasurer; 15 minutes one time. Generally, venue sends invoice 2 days following the event.
8. Attend the monthly luncheon. (11:15AM arrival time, 2nd Thursday of every month minus July)
	1. Ensure that the food service starts at 11:30AM.
	2. Assist WIL Treasurer with check-in duties, as needed
9. Create and send (via email) the after-luncheon survey. It is best practice to send this the afternoon following the luncheon.
10. Compose monthly board report. Due at 5PM Monday before the board meeting.
	1. Complete monthly reservations report for members/guests
	2. Include feedback from after lunch survey. Send feedback to speaker and/or luncheon vendor as needed.
11. Track attendance of each guest and member for each luncheon throughout the year. Record guest attendee name and contact information and include the name of the member that invited them. Notify VP of Membership once a guest has attended three times.
12. Email invoices to members and guests who did not fulfill their reservation immediately following the meeting they miss, ONLY if there were not enough walk-ins to cover unpaid reservations. Pay attention to chronic unpaid no-shows. If monies are not received within 30 days, the VP of Reservations will call the member/guest. If money is still owed after 60 days, the information is given to the Past President so she can follow up by phone.
13. Attend monthly board meeting. 3rd Thursday of every month minus July board retreat
14. Consider writing a newsletter article and forward it to VP of Public Relations. Due 25th of every month.

**Specific activities recommended by month:**

**Monthly**

Email venue with luncheon menu selection approximately two weeks ahead of the luncheon. There should be meat and vegetarian option. Final numbers are confirmed on the Tuesday morning before the luncheon. Current venue prices are $22 per person, plus and gratuity. Chef’s choice dessert is included. Venue will let you know if you something you have picked is out of our agreed upon price range.

Communicate audio visual needs as well as check-in and door prize table quantities and placement the week before.

**April**

Begin to discuss plated meal options with venue. Ensure they are prepared for extra staffing vs. buffet option.

**May/June**

1. Gifts for servers.
	1. Contact our staff person at the venue and ask for the number of wait staff and chefs that service us throughout the year.
	2. Contact Treasurer to purchase gift certificates for each of those people in $10 denominations.
	3. We write a personal Thank You note on WIL stationary and then present them at the last luncheon of the year.

**Total Time/Month**: 10-13 hours (managing reservations, monthly meeting, board meeting & report)