

## **Waterman Alumnae Group Job Description**

### **Luncheon Chair/Assistant Chair**

The Luncheon Committee Chair/Assistant Chair have overall responsibility for working with the host organization regarding menu, seating arrangement, audiovisual needs and problem-solving all luncheon operational needs. Both the luncheon chair and assistant chair are members of the Waterman Alumnae Group.

#### **Responsibilities include:**

- Ensuring smooth check-in process.
- Determining menus for all Town Hall luncheons, ensuring availability of menus for those with dietary restrictions.

#### **Summer**

- Prior to the first lecture, hold a meeting with the host organization to choose the menu for the next Waterman year. This meeting is with the host organization's representative, Luncheon Chair and Assistant Chair.
- Solicit contract from host organization for review and signature of president.

#### **August/September**

- The ballroom table placements for the four lectures of the year are made at least one month prior to the first lecture.
- To rotate seating for a variety of visual and hearing placements, the table numbers are rotated following an ABCD seating system. The head table is assigned to the speaker, Town Hall chairs, President and President-elect, and others, as indicated. A table near the entry door is assigned for those with mobility issues. The Luncheon Chair and Assistant Chair prepare the four numbered lecture table placements.
- The easel-size foam boards with table placements for the ballroom have been made by Kinkos. They may or may not need to be replaced each year.
- The foam boards for each luncheon are numbered and provided to the host organization to store prior to the days of the luncheons.

#### **On the Day of the Luncheons**

- The host organization staff will place them on easels) the day of the lecture. At the end of the lecture, collect the boards to prepare them for the next lecture's seating.
- Either the chair or assistant chair will arrive early to the lecture to place cards and pencils on each table for questions to the speaker. At the end of the lecture, retrieve all cards and pencils for the next lecture. Plan ahead to have an adequate number of supplies.

A report by the Luncheon Chair is made for the Fall board meeting.