Waterman Alumnae Group Job Descriptions — Town Hall

Seating Committee Chair/Assistant Chair

The Seating Committee Chair is responsible for overseeing all aspects of town hall seating for members/guests as well as meal requests and coordination of same with the venue contact. The Assistant Chair provides support in these activities as identified by the Chair.

This job description is best defined by detailing the activities in accordance with Town Hall luncheons as follows:

August:

- Contact Waterman Membership Chair to obtain a list of members and seating preferences in order to assign tables and create list of meal preferences. Provide the venue with a list of lunches required and the seating location of individuals with special meal requests (fruit plates). Create an alphabetical list and a list by table for each luncheon.

2 Weeks Before Each Luncheon:

- Email all members watermanalumnae@umich.edu), reminding them of the upcoming luncheon date, requesting them to notify Waterman one week and one day before each luncheon if they will NOT be able to attend.
- Maintain a record of all who cancel, and enter this information on a spreadsheet.
- Inform members of the meal for upcoming luncheon, requesting any desired meal changes.

9 Days Before Each Luncheon

- Send another reminder email (2 days before you must submit the food order to the wcc).
- Make sure the President has informed you who will be at the head table.
- Get the names of the scholarship students who will be attending from the Scholarship Chair.

One Week Before Each Luncheon

- Submit the food order with the # of regular Luncheon plates and the # of salad plates at EACH table.

2 Days Before Each Luncheon

- Send an email to all members asking for last minute cancellations. This will help you know where to seat guests, floaters, and students.
- Use a copy of the table arrangements (see Luncheon Chair) to find out where the best seats will be for that month and fill those in first.

On the Day of the Luncheon

- Assist those who forgot their Table #
- Receive cash or checks for paying guests using a business-size envelope.

- Record payment on Receipt List as well as in the Receipt Book. Offer a receipt to the guest. Afterwards, you will sign the carbon copy and give that to the Treasurer along with the cash/checks you take in.
- Find seats for guests, floaters, and scholarship students, using Table Chart if possible.

After Each Luncheon

- Generate a report with information about each luncheon:
  - Number of members
  - Number of lunches ordered
  - Number of lunches canceled
  - Approximate number of lunches not eaten (no shows)
  - Number of paying guests
  - Approximate number of non-paying guests, advertisers, and scholarship recipients in attendance
  - Number of tables used

Annually

- Generate a Tax Donation Receipt letter and send it electronically or by mail to each member who cancelled before the lunch order was sent in (one week before the luncheon). This is done once per calendar year.