

VP of Reservations

Name

Revised
03.01.2017

Position Overview: This position is responsible for collecting, recording and reporting monthly reservations for the WIL Monthly Luncheon Meeting, collecting monies at WIL Monthly Luncheon Meetings, preparing all Monthly Reports and sending out invoices for all No Shows (Members and Guests). Coordinate credit card payment with Treasurer. Confirm reservations with restaurant 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. Prepare and send reservation form to all members and guests (past three months) via Constant Contact
3. Monday prior to Monthly luncheon
 - a. Collect, record and report monthly reservations to President, VP of Membership. Reservations are reported as regular meal, vegetarian meal, and gluten-free meal. This is reported on Monday by 3pm prior to the Monthly luncheon meeting
 - Season ticket holders and Comp Lunches are required to RSVP.
4. 48 hours in advance of luncheon:
 - a. Reserve registration and door prize table; 10 minutes monthly
 - b. Reserve equipment for speaker as requested by the VP of Programs; 10 minutes monthly
 - c. Arrange for vegetarian and gluten free meals as submitted by the VP of Reservations; 10 minutes monthly
 - d. Request invoices from meeting location be sent to Treasurer; 15 minutes one time
5. Attend the monthly luncheon. *(11:15 arrival time, 2nd Thursday of every month minus June)*
 - a. Collect cash and checks owed from members and guests at monthly luncheon meeting.
 - b. Credit Cards are taken by the Treasurer.
 - c. Give guest business cards to President Elect.
6. Compose monthly board report. *(Due @ 5:00pm Tuesday before board meeting)*
 - a. Complete monthly reservations report for members/guests on how they paid and email to treasurer at
 - b. Take information from guest business cards to complete guest registration information
 - c. Prepare all monthly reports (reservations report (members/guests), accumulative reservations (members), accumulative reservations (guests)*, guest report with name, company name, email address, phone number and last name of member that invited them. This report is used to keep track of guest and members that invited them. It is requested by the President for the Outstanding New Leader nominations in February
 - d. Email invoices to members and guests who did not fulfill their reservation immediately following the meeting they miss. 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.
7. Attend monthly board meeting. *(3rd Thursday of every month minus June)*
8. Compose Newsletter article, if necessary, and forward it to VP of Public Relations. *(Due the 25th of every month)*

Specific activities recommended by month:

February

1. Work with VP of Programs to arrange an alternative location for February meeting; 1 hour one time

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- May
1. Budget
 - a. Look at the average number of members and guests and project the approximate number of people in attendance for the coming year. Select the menu and dessert items by month and confirm the prices including tax, room and equipment rental, coat check and valet service charges and gratuity. Ensure that all of these prices fall under the \$25 per person budget. Coordinate with Treasurer.

- June
1. Gifts for Peoria Country Club Staff.
 - a. Contact our staff person at the PCC and ask for the number of wait staff and chefs that service us throughout the year.
 - b. Purchase gift certificates for each of those people in \$10 denominations.
 - c. We write a personal Thank You note on WIL stationary and then present them at the last luncheon of the year.

Total Time/mo: 10-13 hours (monthly meeting, board meeting & report)