



## Reservations Committee

**Purpose:** To provide Chapter members and non-members with a central contact point for making Chapter monthly meeting reservations.

### **Duties:**

1. Provide to membership a form for choosing a “standing yes” or “standing no” reservation at the beginning of each fiscal year. If members do not respond, they are automatically a “standing no” and must call to make a meeting/dinner reservation.
2. Receive reservation requests each month for the Chapter meeting. Ensure entrée selection is provided.

If “standing yes”: the Chapter member calls or e-mails only to give entrée selection or CANCEL their reservation for the meeting. If no call made for entrée selection, the main entrée will be served to the member.

If “standing no”: the Chapter member calls only to MAKE a reservation for the meeting and give their entrée selection.

3. Submit RSVP form each month to Communications committee for publication to Chapter members.

### **Deadlines and Reports**

- Submit final meeting reservation list each month to Board of Directors and Membership/Mentoring Committee
- Submit fiscal year-end report to Chapter President upon request

### **Committee Structure**

- Two Committee leaders

### **Skill Building**

- Coordination
- Organization
- Setting & Meeting Deadlines
- Teamwork