

KCYM JOB DESCRIPTION

LUNCHEON RESERVATIONS CHAIRMAN

2025-2026

Job Description: She shall be responsible for reservations for Club luncheons.

List of Duties:

1. **AUTOMATIC COMMITTEES – Chairman:** Luncheon Reservations
2. **AUTOMATIC COMMITTEES – Member:** a) Program Committee
3. **YOUR DIRECTOR IS:** Director of Programs
4. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meeting and all Business Meetings. She will create a signup envelope to pass around at each of these meetings as well as Program meetings at the clubhouse.
5. She shall be responsible for reservations for Monday luncheons. It is necessary to attend each program (or split the programs between 2 co-chairs) to pass the envelope. It is not required to stay for the luncheon after the program.
6. KCYM members must sign up with two steps: 1) Respond “yes” to the emailed Evite with all requested info (menu requests, number of guests, etc), and 2) make immediate payment (via PayPal, cash, or check). If signing up through the passed signup envelope during a meeting, a KCYM member must still respond “yes” to the emailed evite and make immediate payment (via PayPal, cash or check).
7. PayPal payment is highly recommended. Checks or cash may be mailed, deposited in the designated envelope at a KCYM meeting, ~~and~~/or dropped off at ~~only~~ one of the 2 co-chairs address.
8. The reservation and cancellation deadline shall be Wednesday at 5:00 pm preceding the Monday Club luncheons. **Adhere to a firm “Your PayPal payment, cash, or check is your reservation” policy.** The maximum capacity at the clubhouse is 80 (this is usually only an issue for Civics Day). She shall inform the Director of Programs and Commissariat Chairman on Wednesday evening the number of luncheon reservations for the following Monday.
9. She shall inform the Director of Programs, Treasurer, and Commissariat Chairman on Wednesday evening the number of luncheon reservations for the following Monday.

Civics and Honoring Day luncheon – it is necessary to coordinate this count with Dir. of Associate Sustaining to assure that there is not an overlap of names and to have an **accurate final count.**
10. A luncheon reservation (canceled **after 5:00 the Wednesday preceding** the Monday luncheon) is the responsibility of the KCYM member making the reservation.
11. All monies collected for the luncheon shall be given to the Treasurer to be deposited. The checks collected shall be alphabetized and listed by number.

12. A summary of the number of attendees, money collected, for the luncheon shall be emailed to the Director of Programs, Treasurer, and the Commissariat Chairman after the luncheon.
13. Complimentary luncheons are provided for the President, guest speakers, and for Life, Honorary and Past Presidents on the day they are honored (Civics Day). Each prospective new member is allowed **one** complimentary luncheon at the Club House; no off-site luncheons are complimentary. A member is limited to no more than two (2) prospective new member guests at any one luncheon at the Club House. Communicate prospective new member reservations to the Admissions Chair and the New Member Chairman.

rev: 12/11, 2/2017, 3/2020, 3/2022, 4/2024, 2/2025

KCYM TIMELINE

Luncheon Reservations Chairman

2025-2026

April:

- Meet with your predecessor to learn about your job. Review Working Notebook.

May:

- Attend Installation Day Tea.
- Attend Joint Board Meeting. Review Blue Procedure Notebook.
- Attend Programs committee meeting.

June & July:

August:

- Figure out deadline dates for reservations. Coordinate the listing of reservation deadline with Director of Programs who submits program information for monthly newsletters.
- Remind members of the reservation guidelines and deadlines at all Business Meetings and Programs- include this information on reservations envelope. **Adhere to a firm policy of “Your payment is your reservation”.**

September:

- Attend Joint Board meeting and consult with Director of Programs on submission of report.
- Attend Reassembly Day Tea.
- Establish contact relationship with Commissariat Chairs and the Treasurer. Find out prices of luncheons this year from your Director and note the capacity of the dining room is 80.

Each month:

- 30 days before each program, send out an Evite signup to the entire membership. This should include a request for information such as dietary needs, entrée preference, and number of guests.
- Notify and remind members of reservation guidelines at Business meetings and coordinate with the Director of Programs the inclusion of information in the newsletter.
- Collect reservations prior to the program. Reconcile input from Evite, PayPal history, envelope signups and money, and cash/checks received. Send a list of attendees and their guests to the Commissariat Chairs on the Wednesday before each program. Give money, reservation listing, and PayPal transactions report to Treasurer at Program or following the luncheon.
- Make sure to keep track of how many guests will be coming who will receive their one free meal. Note this when sending the list to the Treasurer.
- Submit summary of RSVP's and money collected to Director of Programs, Treasurer, and Commissariat Chairs on the Wednesday before the program.

January:

- Attend Joint Board meeting and submit mid-year report if requested by Director of Programs. The Director of Programs and Commissariat Chair reports tend to be

redundant. If a mid-year report is given, send report to Electronic Records Chairman.

February:

- Review your job description and timeline and submit changes to the President-elect.

March:

- Assist with Club Commitment Day as requested.
- Prepare a working notebook to pass on to your successor.

April:

- Meet with your successors.
- Submit all service hours. Submit final report at joint board meeting if requested by Director of Programs. If a final report is given, send copy to Electronic Records Chairman.

rev: 12/2011, 2/2013, 3/2020 3/2023, 2/2025