

Reservations Chair Job Description

The Reservations Chairperson is responsible for accepting reservations and cancellations for the monthly ROSC functions and any special functions the ROSC may sponsor throughout the year. The Reservations Chair reports to the First Vice President.

BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, Committee Meetings for which this position is required, Socials and all other ROSC sponsored functions.
- Inform the First Vice President if unable to attend a Board meeting.
- No more than two unrepresented absences at Board meetings.
- Prepare a written monthly report summarizing what happened during the month and presents bookkeepers financial report.
- Maintain a binder as outlined in the Board Procedures.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

RESPONSIBILITIES

1. Coordinate with Social Chairperson to obtain information necessary to send out evite/reservations information.
2. Prepare evite invitation and send out after the monthly Board meeting. Send reminders several days before the deadline date. Manage the RSVPs and disable the ability to RSVP after the deadline has passed.
3. Assist at the check-in table at each function.
4. Event Reservations/Cancellations:
 - a) Reservations are made by responding to the evite invitation, calling the Reservation Chairperson or Co-Chair, or by emailing reservation to reservations@robinsosc.com by the designated deadline for each function.
 - b) Deadline for Reservations/Cancellation: The deadline date should be set in coordination with the Programs/Socials Chairperson.
5. Late Cancellations/Event "No Shows":
 - c) Keep a record of the name, date and time of each cancellation past the reservation/cancellation deadline.
 - d) All late cancellations and event "no-shows" will be sent an email or be telephoned requesting full payment of the event fee. Payment is to be sent to the ROSC Administrative Treasurer. Check made out to ROSC.
 - e) The President and First Vice President will be notified of members who are no longer in good standing.
 - f) Fill any function openings with any late reservations from a cancellation list.

6. Event Procedures:
 - a) Check-in: At least two people are best for check-in.
 - b) At the event RSVP deadline, determine the final total of attendees. Contact Social Chairperson with final numbers.
 - c) Notify the ROSC President, First Vice President and Membership of attendees and any Honorary members attending.
 - d) Prepare two (2) alphabetical lists of attendees for use at event check-in. Use a computer spreadsheet or database program to collect and track all information.
 - e) Prepare head table place cards if requested by the ROSC President.
 - f) Arrive at least 1 hour prior to the function. Check-in members, collect money, note if payment is by check or cash.
 - g) After the luncheon, verify that money and reservation numbers match along with Administrative Treasurer.
7. Update the evite/email distribution list as new members join each month.
8. Following the ROSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.

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