

## Peace River Sail & Power Squadron

### Job Description

**Department:** Administrative  
**Job Title:** Dinner Reservations Chair  
**Reports to:** Administrative Officer  
**Rank:** Lieutenant

**Purpose:** To ensure lunch and dinner business meetings reflect positively on PRSPS, it is imperative that meal reservations, 50/50 raffles, and bar tabs are handled in a professional and responsible manner.

**Organization:** The committee is led by a chairperson or co-chairpersons who report to the squadron Administrative Officer (AO).

#### Chairperson(s) Duties:

1. Insure that the name and correct address of the person taking meal reservations is put into the Pilot by the 15th of the month prior to the lunch/dinner meeting with the correct price. (menu provided by Commander).
2. Receive all checks and reservations, noting any special dietary requests.
3. Compile a list of reservations in word or spread sheet showing names, dinners ordered, check no's and amount paid.
4. Call CHYC with the reservations for each meal choice and any dietary requests received by mail on the Friday before the dinner meeting. Note to them the possibility of additional reservations on the next Tuesday.
5. Send the preliminary list of reservations on Friday to the Bridge, dinner set-up and host chairman, Ship's Store, and Membership Chairs to allow for any awards to be planned, the place settings provided, and any shirts or name tags delivered.
6. On the Monday before the lunch/dinner, endorse and make a deposit of all checks already received.
7. On the Tuesday of the lunch/dinner (early AM), call CHYC with any additional reservations.
8. Insure that you have the correct change (\$100.00) for the liquor sales and the 50/50. Insure a quantity of 50/50 tickets for each meeting.
9. Provide paper name tags for new members and guests attending.

10. Pay liquor bill with the receipts from sales.
11. The CHYC bill for the dinner will be paid for by the treasurer or his representative. Bill should show sales tax exemption.
12. Send an email report at the end of each month to Administration Officer of activities of the Committee.
13. Keep track of hours worked by members for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.
14. The chair will appoint one member of his committee as an assistant and mentor them, so they would be able to fill in if the chair is absent or ill. Records and reports should be maintained for use in the chairman's absence and for his successor

Revised: Oct 2016