

**Position Description for Members of the:**

**Luncheon Subcommittee**

Submitted to: Cheri Parnham on May 13, 2013

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Master's Candidates in Industrial/Organizational Psychology

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**Rutherford CABLE**

**Luncheon Subcommittee**

**Position Requirements**

*Summary of Position*

A member of the Luncheon Subcommittee organizes a monthly, informal lunch event at a Rutherford county restaurant to allow for Rutherford CABLE members to network and socialize in a casual environment. Attendance at the event is free, but each participant may opt to purchase food/beverages. The Luncheon Subcommittee is a sub-group of the Networking Committee

**Detailed Description of Subcommittee Duties:**

*Plan Luncheons*

* Determine the date and time to hold the luncheon
* Choose a restaurant in Rutherford county that can accommodate a group of 8-25 people and has minimal noise constraints
* Contact the restaurant to reserve the space at the chosen date and time
* Select a variety of 6-10 lunch food/beverage options from the restaurant’s menu for participants to pre-order with registration
* Calculate pricing structure of food/beverage options to include the price of the entrée, 9.75% tax and 20% gratuity
* Create an event posting on Wild Apricot that includes the date and time of the event, restaurant name, address and phone number, entrée options and prices
* Contact the restaurant one week before the event to confirm the reservation and report the estimated number of attendees
* Notify the restaurant the day before the event of the pre-ordered food choices with the names of attendees associated with those choices
* Request one bill from the restaurant to be given at the beginning of lunch for pre-paid attendees
* Coordinate with Secretary on method of payment to restaurant
* Print attendee list with their food choices from Wild Apricot the day before the event

*Host Luncheons*

* Arrive at the restaurant 5-10 minutes early to set-up tables (if necessary) and greet attendees as they arrive
* Close out the bill with the restaurant before guests arrive
* Act as a liaison throughout lunch between serving staff and attendees
* Inform any guests who did not pre-register that they may order any item off of the menu and pay separately from the group
* Welcome everyone and announce the Rutherford CABLE sponsors (in order of Platinum, Silver and Gold)
* Ask each attendee to stand and to introduce themselves by telling a bit about their company/needs
* Inform the group they may informally network with each other after formal introductions
* Thank everyone for their participation
* Tell participants that they are free to leave at any time if they pre-paid
* Thank the restaurant for hosting the event
* Ensure all necessary payments with the restaurant have been closed-out

**Guidelines:**

* Luncheons need to be scheduled at least 6 weeks, preferably 3 months, in advance
* Every 4 months the event must be held in Smyrna
* When scheduling lunches, consider dates of other Rutherford CABLE events/meetings
* Luncheon Committee chairperson is recruited by the Networking Committee chairperson and is a volunteer position
* A new committee member must shadow a previous/outgoing Luncheon Committee chairperson to gain an understanding of how the event is typically organized
* Attend the quarterly Network Committee Meeting

**Relevant Knowledge and Abilities for Subcommittee Chair:**

* Working knowledge of Wild Apricot application
* Ability to maintain high levels of organization to ensure luncheons are executed in an efficient and effective manner
* Ability to be flexible, as luncheon details may fluctuate
* Ability to act self-motivated and proactively organize luncheon without direct supervision

**Committee Description Updated:** 11/19/12