

Job Description

TCNC Ladies' Luncheon Coordinator

- 1) Set up 2 lunch hostesses per month.
- 2) Ask them to choose a restaurant that can accommodate at least 20 to 25 people. Then establish payment: each person pays for their own lunch (separate checks) or select two to three dishes to choose from in agreement with the restaurant and determine a price to be paid to the hostess at the door prior to the luncheon. The price must include tax, tip, and beverages.
- 3) The hostesses will give the TCNC editor the name and address of the restaurant and method of payment. This should be done around mid month for the next month. The information must include the names, emails and phone numbers of the hostesses and the date for the final reservation.
- 4) Hostesses will bring the box containing the ladies' name tags to the luncheon and be responsible for collecting the name tags at the end of the luncheon and giving the box to the next hostess.
- 5) At the luncheon, thank the hostess for organizing the luncheon and announce the next venue if known.
- 6) Introduce any visitors or new members.