

RESERVATIONS

JOB DESCRIPTION

The Reservations Chairperson is appointed by the Tinker Officers' Spouses' Club President. The chairperson and his/her committee shall accept reservations for all OSC luncheons, coffees and any other special events as designated by the President.

COORDINATING OFFICER:

The Second Vice-President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the Second Vice-President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. All records maintained on computer disks should be copied and kept in your notebook for reference.
5. Submit deadline dates and requirements or any articles, if appropriate, for publication in the *Smoke Signal* according to the assigned deadline. The editor will not be held responsible for members who fail to follow the guidelines or meet the deadline.

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1. Arrange for a table to be set up at the August Special Activities function and take permanent reservations for September through May monthly functions. Get phone numbers and club card numbers at this time. Make an announcement at the May functions that reservations from the previous year are no longer valid after May. This information should also be submitted to the *Smoke Signal* editor for publication.
2. Contact the Membership Chairman to get a current list of membership. Maintain a file of permanent and regular reservations. Create name tags/place cards, as needed. Discard inactive members' tags. SILVER BINGO- Request from membership a roster current as of the fifteenth of the month prior to Silver/Crystal Bingo. Only members may participate in this function. Exceptions may be made at the discretion of the President.
3. When a newcomer makes a reservation; contact the Hail and Farewell Chairman to greet the newcomer at the function.
4. The Programs Chairman will submit a list of guests, i.e. speakers, models, musicians, etc. (These persons should be listed as non-paying guests) to the reservation chairperson.

5. Committee members need to arrive at least 30 minutes prior to the beginning of the social hour to set up the reservations table with rosters, name tags and get the cash box (\$100) from the cash cage. Record the names of people making cash/check/charge payments, and note no-shows.
6. When the Reservations Table closes, have two people count the money, note the date, event and amount. Return the cash box and give the money from the function to the Administrative Treasurer.
7. Fill out two sets of charge sheets for those who charged their meals. Keep one copy for your file and give the other to the Club Office. Members who did not cancel for an event may be charged even if they did not attend.
8. Prior to the reservation deadline, check with Administrative Treasurer to get names and menu choices of any Auxiliary Members who have prepaid for that month's function.

DUTIES OF THE ASSISTANT CHAIRPERSON:

The Assistant Chairperson shall perform the duties of the chairperson in h/her absence; including, but not limited to: attend board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

Revised 01/2012