

## **Maxwell-Gunter Officers' Spouses' Club**

### **Reservations**

#### **Job Description**

Reports to 1st Vice President

- Read and comply with MGOSC Expectations for All Board Members
- CC 1<sup>st</sup> Vice President on all e-mail correspondence.
- Responsible for Reservations Policies and Procedures document.
- Take reservations for all MGOSC regularly scheduled functions and special events. Reservations are made through mgosc.reservations@gmail.com. Contact the website administrator for current user and password information to retrieve the RSVPs.
- Responsible for coordination with the Administrative Treasurer to collect all funds in any form paid for all functions.
- Ensure the written policy on handling reservations, cancellations after the deadline and "No-Shows" are published in the September "Briefing" and sent to all members who join after September.
- Maintain Reservation Policy form for all members (i.e., Permanent and Monthly Reservations).
- If there are walk-ins or standbys, they may attend the event if there is room available.
- The Maxwell Club needs all information by the Tuesday morning the week of the social. You must submit a spreadsheet with all credit card numbers to be charged. Make sure to include the amount each member is to pay for their meal. Maxwell Club members get a \$2 discount. Also, send the number of regular meals/salads, etc. Contact the Programs Chair and give her the final numbers for the luncheon.
- On the day before the luncheon, print a current guest list to take to the luncheon. E-mail this list to Membership Chair so the correct nametags are pulled.
- On the day of the luncheon, arrive approximately 30 minutes early to set up the check-in table.
- Follow-up with no-shows so that payment is sent in.
- Have blank reservations form available for first time attendees.
- Monthly board report MUST contain: total number of reservations, number of cancellations, number of walk-ins, number of no shows, and amount of outstand monies to be collected.
- After the luncheon, turn over all checks, cash and any additional credit card numbers to the treasurer who will pay the Maxwell Club cashier. (Make sure the Maxwell Club remembers to credit the \$2/Club discount for those who qualified).
- Keep a copy of the spreadsheets in the reservations notebook. Give a copy to the Administrative Treasurer.
- Collect money from no-shows.