

Valentine Luncheon Chair- Job Description

9/2021

The chair is responsible for finding a location for the annual Valentine Luncheon and meets with her committee in January to design the appropriate menu for the luncheon, e.g. tea sandwich and dessert, chicken salad and dessert, etc. Desserts are usually finger sized and placed on glass or silver trays.

Responsibilities:

- Chair and her committee make the entree and dessert within the predetermined budget by the board.
- Additional items required for the luncheon are purchased and the cost reimbursed from the amount budgeted for the luncheon by the current board. All expenses are submitted to the treasurer for reimbursement with sales slips.
- Chair to meet w/ Artistic Design Chair to discuss flowers, linens, etc.
- Prior to the event, a visit by chair and Artistic Design Chair is made to the venue to determine kitchen set-up, location of serving areas, location and number of tables, and the appropriate locations for the floral designs. If additional seating is needed, chair should contact members for the use of card tables and chairs, and notify Artistic Design Chair of the additional number of tables.
- Contact the corresponding secretary to send invitations to past presidents.
- Set up is coordinated with hostess and committee members to bring all required items the day of the event.
- Designate a committee member to serve the punch.

Items Needed for Valentine's Luncheon

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- Punch bowl with under tray (in Hospitality supplies)
- Punch cups and ladle (in Hospitality supplies or purchase)
- Coffee pot and hot water (these are collected at the end of January General Meeting and as the end of the luncheon are passed to the chair of the March General Meeting).
- Purchase luncheon plates, dessert plates, cups and saucers, napkins, and utensils as needed. (Coordinate with Artistic Design Chair to coordinate colors with flowers and tablecloths. (white tablecloths in supply bins)
- Kitchen items needed:
 - Service utensils for portion control
 - Ziploc bags, aluminum foil, plastic wrap
 - garbage bags
 - dish towels
- It may be beneficial to set a snow date that is coordinated with all the committees. In the past, the luncheon has had to be canceled due to a winter storm.