

**WWN Policies and Procedures Manual**  
**Section 19**  
**Lunch Bunch**  
**October 22, 2024 Rev 1**

**Duties, Policies and Procedures Pertaining To: Lunch Bunch**

**A. Duties**

1. Organize social activities.
2. Observe applicable duties included in General Policies.

**B. Procedures**

1. On a monthly basis the Chairperson will select a venue and/or activity for the Lunch Bunch group.
2. The Chairperson will coordinate with the person in charge of the calendar for a date to hold the activity.
3. If Chairperson is not available to host event notify Activities Chairperson who will be hosting the event.
4. Make reservations for all activities. Make a reservation for 10 people and adjust if necessary. Verify with the venue that separate checks are permissible.
5. Submit an article about the event to the WWN Newsletter, giving the pertinent information at the Board Meeting prior to the activity.
6. Have a sign-up sheet at the General Meeting with information about the activity.
7. Notify the venue a few days before the activity of the exact count.
8. A few days before the event, send a reminder to the people who signed up.
9. Arrive 15-20 minutes early at the restaurant and verify the set up and the arrangement.
10. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

**C. Policy**

1. This committee will plan activities such as day trips, potlucks, lunches, dinners and breakfasts, plays, local festivities and concerts, on a pay as attending basis.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.