

UMWC JOB DESCRIPTION
Vice President for Programs

Job Title: Vice President for Programs

Reports to: President

General Responsibilities:

Works with Program Committee members to: make arrangements for catering, table setup, audiovisual equipment, reservations, and room decorations for Board meetings, Conversation with Women Leaders Luncheons, Fall Welcome and Scholarship Day, Holiday Tea and the Annual Meeting and Luncheon in May

Provides information for the Directory

Provides program information for the newsletter

Provides reports on event attendance and upcoming events at board meetings and annual reports at the Annual Meeting

Coordinates with the President, Financial Officers, and other Board Members to set event prices

Committee:

Assign Committee Members and Reservation Agents for all Luncheons and Holiday Tea [offer to past committee members]

Board meetings: September, November, February, April, June and General Meeting in May (check current Directory)

Room setup, audiovisual equipment, beverages (coordinate with Becketwood liaison for Board meetings)

Conversation Luncheons: November, February, April [see Conversation Luncheon Checklist for more detailed information]

Meet with chef at Becketwood along with Program Committee members in June to set menus
Assign reservation agents for all luncheons

Fall Welcome and Scholarship Day

Contact catering manager, Radisson Roseville, 651-367-3927

Reserve venue (reception, dining and Section display areas) one year in advance

Reconfirm venue two months in advance

Obtain guest and scholarship recipient names from the Scholarship Chair and President

Meet with caterer to set menu, table setups, audiovisual equipment

Arrange for nametags and place cards with the reservation agent and Directory Editor

Send guest list to Directory Editor

Provide count to hotel caterer via the reservation agent, including special diet requests

Assign UMWC member to provide centerpieces [Gail Brinkworth]

Holiday Tea in December at Eastcliff

Reserve the venue one year in advance

Contact the Event Coordinator at Eastcliff [food is purchased by Eastcliff]

Reconfirm venue two months in advance

Work with Reservation Agent for information on number attending

Provide head count to Eastcliff Event Coordinator

Arrange for the collection of donations for the Hospital

Provide piano music by members (optional)

Annual Meeting and Luncheon – May [Town and Country Club, 651-646-7121 or 651-659-2556]

Reserve venue a year in advance

Confirm venue two months in advance

Meet with caterer to set menu and table setup
Obtain guest names and AV needs from President
With Reservation Agent, provide head count to Town and Country including special diet requests
Provide guest list to Directory Editor
Assign UMWC member to provide centerpieces [Gail Brinkworth]
Provide wrapped candies for dessert if dessert is not included in menu

Note: Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

TIMELINE

YEAR 1

APRIL

Recruit committee members and assign Reservation Agents for the coming year
Review venue prices for the coming year

MAY & JUNE

Compile information for the Directory and send to Directory Editor
Meet with the chef and members of the Program Committee to select menus and prices for coming year's luncheons at Becketwood [after the June Joint Board meeting]

JULY

Confirm venue and set menu for Fall Scholarship and Welcome Luncheon

AUGUST

Arrange for beverages for September Board meeting
Arrange set up for Board meeting including AV equipment

SEPTEMBER

Finalize arrangement for the Fall Welcome and Scholarship Luncheon
Reserve venue for next year

OCTOBER

Finalize arrangements for the November Luncheon

NOVEMBER & DECEMBER

Coordinate final arrangements for the Holiday Tea with Event Coordinator at Eastcliff
Arrange for music (optional)
Arrange for collecting members' donations for Hospital

YEAR 2

JANUARY

Finalize arrangements for February Luncheon

MARCH

Finalize arrangements for April Luncheon
Set menu and venue with Town and Country for Annual Meeting and Luncheon

APRIL

Finalize arrangements for Annual Meeting
Reserve venue for next year

MAY

Finalize arrangements for Joint Board meeting in June
Submit annual report

Room Capacities:

Becketwood, 200
Eastcliff, 80-100
Town & Country, 200
Radisson in Roseville, various

Updated: March 2018

**UNIVERSITY OF MINNESOTA WOMEN'S CLUB
RESERVATION AGENT PROCEDURE**

1. The Reservation Agent takes reservations for the Conversation Luncheons and General Club Programs. The deadline is 8 days before ALL UMWC events.
2. All reservations are to be in the hands of the Reservation Agent no later than the deadline date published in the Directory.
3. The Reservation Agent will call all persons whose reservations did not meet the deadline and destroy their checks (payment).
4. The Reservation Agent will make a list of all reservations of members and guests and dietary restrictions and the day after the deadline email them to 1) the Directory Editor (Dorothy Waltz) to make additional name tags for guests and dietary tents and to 2) the President. Guests' names should be accompanied by the name of the member who invited them, so the member names can be put in the Guest Quest drawing. She should keep the original list for check-in purposes the day of the event.
5. The Reservation Agent will contact the Program Chair with the final count of the reservations. The Program Chair will then notify the venue of the number of luncheons needed.
6. Before the event, the Directory Editor (Dorothy) will notify a member of the Membership Committee to pick up the name tags, dietary tents and placecards. The membership committee completes the nametags by inserting them into plastic sleeves and one of the members brings them along with the placecards and dietary tents to the event and gives the Reservation Agent the nametags and dietary tents and gives the President the placecards.
7. The day of the event, the Reservation Agent is responsible for greeting attendees and providing them with guest name tags and dietary tents, and for helping collect them at the end of the event.
8. The Reservation Agent will collect the fees for each event and submit them to the Treasurer.
9. GUEST QUEST: The Reservation Agent will provide a small slip of paper with the name of each member who brings a guest for all events. She will give these slips to the President at the event; the slips will then be put in the vase for the drawing.

-----February 2018

**CHECKLIST
FOR THE VICE PRESIDENT OF PROGRAMS
FOR CONVERSATION LUNCHEONS AT BECKETWOOD**

PRIOR TO THE LUNCHEON THE VICE PRESIDENT FOR PROGRAMS:

- Checks the menu with the Chef at Becketwood
- Appoints a “Welcome Hostess” (at front door entrance at 11:15am) to welcome all attendees, especially guests and first time attendees. This person will give directions of where to hang coats, location of bathrooms, direct attendees to the reception table to check in, etc. They can also help newcomers “connect” with their hostesses, particularly if any of their hostesses are Board Members who are not in the dining room at the time of their arrival. And MOST IMPORTANTLY, they can help with “introductions”, another way of being a “welcoming group”
- Contacts the Membership Chair to find out if a table is needed in the reception area for selling tote bags and cookbooks and displaying membership materials
- Contacts Needle Arts Sharing (Carole Senty/Dorothy Waltz) to find out if a table is needed for collecting yarn for Project Teddy Bear.

THE DAY FOLLOWING THE RESERVATION DEADLINE THE VICE PRESIDENT FOR PROGRAMS:

- Gets the count of reservations from the Reservation Agent
- Contacts the Chef at Becketwood to confirm the number of reservations and the list of dietary requests
- Obtains the names of attendees at the head table from the President and sends it to the Directory Editor (Dorothy) for her to make place cards.

DAY OF MEETING THE VICE PRESIDENT FOR PROGRAMS:

1. Arrives at Becketwood 30 minutes prior to the board meeting to check the following:
 - a. Sets up easel with UMWC sign at the entrance.
 - b. Checks that tables are set up in the Solarium (reception area) for 1) guest name tags, dietary tents 2) Tote bags and Cookbook sales, 3) Project Teddy Bear donations.
 - c. Checks on the Dining room set up, especially the head table location, podium, seating; places “Reserved” sign on head table.
 - d. Checks the AV equipment set up: Microphones, screen, projector, etc.
2. At 11:15am – makes sure Welcome Hostess is there and gives any needed instructions.
3. At 11:15 am – checks that Reservation Agent is there with list of attendees, guest name tags, place cards for head table, table tents for dietary requests.
4. Checks if tables are set up for membership materials, selling tote bags and cookbooks.
5. Oversees the Dining room to make sure everyone is seated comfortably.
6. CLOSURE:
 - a. Makes sure all the articles on the tables in the Solarium are picked up at the end of the luncheon.
 - b. Takes down easel.

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