**MEETING SERVICES**

**Job Description**

***Reports to Secretary***

**Required Skills:**

* Effective communication skills (written and oral)
* Some computer skills in order to complete and submit reports

**Training:**

* Understand Budget process.
* Understand Voucher repayment process. Secretary will be required to co-sign any voucher repayment requests. It is imperative that all receipts be submitted for payment in a timely manner.

**Weekly Duties (as needed):**

* Copy Secretary on all email correspondence.
* Any newsletter announcements are due to the President on the Wednesday prior to the Sunday newsletter. Be sure to copy Secretary for approval.

**Monthly Duties (as needed):**

* You will be required to submit an updated monthly report prior to each ***Monthly*** meeting. This will be sent to the Secretary, who will then report to the Board.
* Keep track of all of your expenditures and watch the Treasurer’s report to make sure the information in your category is up to date and correct.
* Contact Calling Committee Chair with information on the monthly lunch menu choices. Then report to Chef Joseph the number of rsvp’s to expect for lunch each month.
* Submit the menu choices to the President to include in the weekly newsletter.
* Make sure the microphone is working and the flag is in front of the meeting room before each monthly meeting.
* Collect money at monthly meetings from members who rsvp’d for lunch.
* Count collected money and fill out form for Treasurer. Obtain a check from the Treasurer to pay St. Luke’s for the prepared lunch and coffee.

**Other Specific Duties:**

* Attend training at the beginning of the fiscal year (June).
* Be sure to use Springfest forms compiled by Membership to engage every member who identified interest in helping.
* You will be responsible for writing an end-of-year report. This is due to the President no later than May 10th. If you do not have final data for your area, the report can be amended to update data when you have it. It is helpful to keep notes of activities and pertinent information as the year goes along. This report is extremely helpful to your successor.
* You may be asked to supply information to update the Member Handbook.
* Be familiar with the policies and bylaws/standing rules that pertain to your position.
* Write meeting minutes for every meeting you chair. Copy attendees. Keep a copy for future reference.
* Keep a copy of all payment vouchers.
* Keep a copy of all motions (ie., ticket prices, etc).

**Timeline (By Month):**

* Approximately 3 weeks before each monthly meeting inform Calling Committee Chair of the menu choices for the meeting
* Submit a report to the president to be included in the weekly newsletter three weeks before the monthly meeting that includes the menu choices for the month.
* You need to let Chef Joseph know how many will be having lunch about 10 days before the meeting.
* Purchase 2 liter bottles of coke and diet coke for the meetings.
* Make sure room is ready for meeting and place the plastic bowls in the middle of each table. These are stored in the storage area at St. Luke’s.

**Helpful Suggestions for Future:**

* Meet with Chef Joseph to plan lunches in April for the following year’s meetings.
* This is a Co-Chairmen position. The primary responsibility is to coordinate the lunches with Chef Joseph for each month’s general meeting at St. Luke’s Methodist Church during the months of October through April. We plan the menus with the chef, communicate the RSVPs received from the calling committee, collect monies before each meeting with the help of an additional assistant, organize the setup/cleanup of the meeting space and coordinate the paying of invoices to SLMC with the ALI Treasurer. When meetings are held in a different location, September and May, we also plan and organize these lunches. All plans are sent to and approved by the ALI Board.

Signature / Date