

**WCR Committee Responsibilities**  
**SPECIAL COMMITTEES**

**HOSPITALITY/RESERVATIONS Committee**  
Overseen by Secretary

The responsibilities of the Hospitality - Reservation committee include the following general items.

- Make arrangements for Business Resource Meeting location.
  - Arrange caterer and menu.
  - Issue invitations/reminders on a timely basis to members and prospective members.
  - Follow up with members who have not replied.
  - Communicate the number of meals needed to the caterer.
  - Provide check in sheet for the day of the meeting.
  - Collect monies at the door and provide to Treasurer with documentation for billing of no-shows
  - Welcome newcomers to the Chapter Meetings and introduce them to others.
- Maintain attendance records for distribution to the Secretary and Treasurer.
- Communicate with members who are ill or bereaved

It is recommended that the Chairperson and Co-Chair assign responsibility for the above to specific individuals on the committee.

Committee Chair/Co-Chair would only fill in on a responsibility if someone was not available in a specific month. There is no rule that says you can't go outside your committee to ask for help!

Use Task Is To Ask!

*Example for demonstration purposes only:*

<b>Assignment</b>	<b>Responsible Member</b>
Arrange meeting place, caterer, menu	
Issue E-vites, follow up, provide check in sheet	
Communicate number of meals to caterer	
Collect monies at the door	
Provide documentation to Secretary & Treasurer	
Welcome new members	
Send out cards or flowers as needed	

