

UMWC Job Description Restaurant

Ramblers Chair/Co-chairs

- Prepare a poster board for the Fall Welcome and Scholarship Luncheon and provide sheets/pens to sign up for membership in the section. Section dues of \$1.00 are accepted.
- Compile a list of restaurants for the upcoming lunches, trying to avoid chains whenever possible. These may be procured from section members or ones that the section Chair submits. Call each restaurant and find out the following:
 - Are they still open, and if so, do they open for lunch?
 - Do they take reservations? ○ Will they issue separate checks?
 - Can we be seated together as a group, or near one another?
 - Is there adequate parking/handicap nearby?
- Choose seven dining places and once they have been chosen, prepare the page for the Membership Directory and e-mail it to the appropriate person.
- Approximately ten days before the date, email all those signed up to remind them and to RSVP by a certain date, so that you may call the restaurant and make a reservation. Remind them to wear their name tags. For those without e-mail (very few), you will need to call to notify them.
- Arrive at the restaurant before the other attendees so that you may look over the dining space selected. Have a list of those attending so that you may welcome them and check them off the list.
- After everyone has arrived and is seated, thank them for coming and introduce any new members and/or guests.
- At the end of the program year (May/June) prepare a summary report for the Annual Meeting. Send the report to the President, Secretary, and Historian.
- Attend UMWC Board Meetings or send a representative.

UMWC Bylaws Article IX, Interest Sections states:

Section 1: Members in good standing may participate in UMWC Interest Sections. Guests are always welcome.

Section 2: Guidelines: Any group of members may organize a new section, with notification to the Board of Directors. An Interest Section may divide at its own discretion and may determine its own dues. There is no limit to how long an Interest Section Chair may serve although it is suggested that Sections rotate their leadership among their members.

Section 3: Chair or Representative of Each Section: The Section Chairs may attend Board Meetings, report changes in their programs, keep a roster of their members, provide a signup and display sheet at the Fall Welcome Luncheon.

Section 4: Each Interest Section shall honor their regularly scheduled meeting time as printed in the Directory. Any group that organizes a new section must verify that its scheduled meetings do not conflict with any other section's meeting time. Any section that wants to change its meeting time or arrange a special program must verify that this does not conflict with any other section's meeting plans or other scheduled Club events.