

# **Eureka Woman's Club**

## **Procedure for the Birthday Chair**

The following is outlined to assist the designated Birthday Chair in charge of the Lunch for the Business meeting on the 1<sup>st</sup> Wednesday of the month and the dessert and drinks at the 3<sup>rd</sup> Wednesday of the month.

The Chair will contact other members of the club (birthday ladies first) to work with her. She will work in conjunction with the Hospitality Chair (Clarissa Jones 2017-18) and her team. The team will do set up and clean up for both dates of the lunches. The chair will determine the theme of the lunch if there is one, the type of lunch (pot luck, totally provided or a portion provided). This needs to be communicated to the members. Make sure that the President is notified at least a week prior so that the communications are initiated for email and the calling committee. Usually the 3<sup>rd</sup> Wednesday lunch is a 'Brown bag' lunch with a club supplied dessert.

The janitor (Charity) will do set up and take down of tables and chairs as well as placing of the flag and the microphone. She will put out the name tags, donation jars and sign in sheets. If the janitor is available she can also do kitchen clean up at your request. Communicate this to the House Chair (Ellen Coats). There is a list of approximately 30 items that need to be completed for any lunch event. This becomes a good check off to be sure all is completed.

The 3<sup>rd</sup> Wednesday the chair and her committee will provide a dessert and will be reimbursed by the Club. Submit your receipt to the Treasurer (Shirley Galvich). If you need to be let into the building, contact Ellen Coats well ahead of time.

Guests attending are encouraged donate \$4 to the club if they do not contribute a potluck item. The Chair or her designee will collect this donation. No one will be turned away if unable to donate.