**MEETING MANAGEMENT COMMITTEE**

**DUTIES AND RESPONSIBILITIES**

**MAIN RESPONSIBILITY:**

* To plan and conduct the general meeting programs of WRJSL
* To make the educational portion of the meeting consistent with the needs and interests of the membership and to be compatible with WRJSL’s objectives

**DUTIES:**

* You are responsible for obtaining/contacting the speaker and securing the location for the General Meeting for which you are assigned.
* Complete the **Pink Book Information Sheet** and return to Susan or Stefanie
* Locations and speakers should be free of charge. If there is a fee, confirm first with Susan or Stefanie first
* General Meeting speakers are limited to 20 minutes
* General Meetings timeline (usually):
	+ 6:30 pm - Refreshments
	+ 7:00 pm - Speaker
	+ 7:20 pm - President conducts meeting
* Obtain any special audio/visual equipment that may be required by the speaker.
* After arranging the speaker and location, write a confirmation letter/email to both with the date/time/location contact. You may also invite the speaker for refreshments at 6:30. You are responsible to be a hostess to the speaker for that evening.
* Write a thank you note to the location contact and speaker within three days of the meeting.

**GENERAL INFORMATION:**

* You will be reimbursed up to $50.00 for paper products, centerpieces, etc (not food or beverages)
	+ Give completed Reimbursement Form to Stefanie or Susan to submit to the Treasurer
	+ Remember to use the **Tax Exempt Form**
	+ You will need to help clean up after the meeting prior to your meeting. ( October meeting hostesses will help September clean up) and take the supplies
	+ Complete the Evaluation Form regarding your meeting within one week after the meeting, and send it to Susan or Stefanie

**MEETING MANAGEMENT**

**MEETING PLANNING, REFRESHMENTS, AND SUPPLIES**

**PLANNING REFRESHMENTS FOR YOUR MEETING:**

* The list of “helpers” and the sustainer pourers are included in your folders
* Past meetings have shown that, in addition to an assortment of baked goods, appetizers, fruit and cheeses are the most popular refreshments.
* Coffee/tea/sugar will be provided for all meetings. Please let Stefanie know if the supply needs to be replenished.
* Use your own discretion in deciding what you would like to assign your “helpers” to bring.
	+ Your theme may also dictate a certain type of food
	+ You can use the following guidelines to assist you in planning the refreshments:
	+ Main dish 1-2
	+ Appetizers – 2-3
	+ Fruit - 1
	+ Vegetables – 1
	+ Cheese/crackers -1
	+ Desserts 2-3
	+ Beverages (water/soda) 2-3

**ONE TO TWO WEEKS BEFORE THE MEETING:**

* Call /email your bakers. Remind them that food should be ready to serve on trays and with appropriate utensils (including toothpicks)

**ITEMS TO BRING TO THE MEETING:**

* One sliced lemon
* One pint of coffee creamer
* Dish towel or roll of paper towels
* Paper products (plates, napkins, cups, plastic silverware)
* Ice
* Garbage bags
* Extra serving utensils
* WRJSL supply containers

**THE DAY OF THE MEETING:**

* If you cannot attend, please arrange for a replacement and let Susan or Stefanie know.
* You and your co-hostesses should arrive one hour (5:30 PM) before the meeting to start the coffee and tea water and to set up
* Helpers should arrive at least thirty (30) minutes early (6:00 pm)
* Remember to clean up as you go and be sure that the meeting location is left neat.
* You are to assist with the clean-up at the meeting that is the month before the meeting you are hosting and remember to take the boxes of supplies with you.