

The annual luncheon meeting is, generally, held in June. The President/Secretary identifies the luncheon venue.

The President/Secretary develops a luncheon invitation for members and a sponsor invoice for sponsors.

The Membership Chair sends the Sponsor Invoice and Member Invitation every two weeks during April and May. Checks for sponsorship and purchase of extra lunches (if appropriate) are sent to the Membership Chair or can be paid via PayPal.

The Membership Chair maintains a list of sponsors, member RSVP, and extra lunches purchased and forwards checks to the Treasurer for deposit.

The Treasurer prints a report from PayPal of sponsorship/lunch payments and forwards the list to the President on a bi-weekly schedule.

The President provides the final list of sponsors to the Treasurer to include in the annual record.

	President	Secretary	Membership	Treasurer
Select Luncheon Location	X	X		
Select and manage caterer		X		
Send Sponsorship forms (multiple)			X	
Send Member RSVP (multiple)			X	
Keep list of Sponsors and Attendees Which sponsors need a display table			X	
Report information to President and Secretary every two weeks			X	
Provide information from PayPal				X
Track expenses				X