**RESERVATIONS CHAIR**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**JUNE 2015**

**DUTIES AND RESPONSIBILITIES:**

Request a roster from Membership Chair so that a word document can be created with all emails. Emails are listed so that a simple copy and paste into an email can be done. You may have to break emails into 20-25 emails per section because your personal email account may not allow you to send one large email without viewing it as spam.

Event information is posted as an event on Team Osan Spouses’ Club Members Only Page. Event information includes date, time, location, theme, menu, cost, RSVP deadline, no show policy and, sometimes, the suggested dress.

Emails are sent to the general membership to let them know that the event has been posted. Everyone is encouraged to join our FB page.

Early in the year, the events are often posted on the Osan AB Spouses page and the Team Osan Spouses’ Page to solicit new members. Not all details are provided due to concerns of “ops security”

Email is sent to the general membership to provide an RSVP reminder as the deadline draws near.

Check FB pages regularly to answer questions that may arise regarding the event.

Tally RSVPs and provide to Ms. Shin at the O’Club on the Monday prior to the event. On most occasions, she will accept RSVP changes on Tuesday and Wednesday but it is best to be firm about the RSVP deadline. Send a message to Programs Chair as well to let her know the final number to expect for the event.

We only pay for the number we RSVP for but the club typically sets up for 6-8 more in case we have people show up at the door without RSVP’ing.

Prepare spreadsheet with members attending the event. Include a column for club card numbers. A two dollar discount is given for O’Club/E’Club members for most events but only when the member has provided the last ten digits of his/her club card. It is a requirement from headquarters in San Antonio.

Attend each social function and be at each event 30-40 minutes prior to the start of the event.

Ensure that you have change on hand. Sixty dollars is typically kept as petty cash in the cash box for all events.

Greet each attendee and collect payment for the event.

Count money and prepare deposit voucher to give to the social treasurer within 3 days of event.

Complete pro rata sheet to include names and card numbers of members who received the $2 discount at the event. This paperwork must be submitted with the deposit voucher.

Update event spreadsheet. This spreadsheet is helpful to see that no member attends as an unpaid member more than once. It is also helpful to keep up with no shows.

All no shows must be contacted regarding payment for the event. Email or send a FB message to reach them and follow up if no response. Two solid attempts are made to collect funds. If no payment is collected, they are required to pay in advance of the next event they plan to attend. See TOSC By Laws for further details for no shows.

A separate deposit voucher should be completed if monies are received after the initial deposit for the event has been given to the treasurer.

If a field trip is organized by TOSC, post as an event on Team Osan Spouses’ Club Members Only page and collect RSVPs for Programs Chair. If applicable, collect payment for the trip on site. No show policy is in effect.

**QUALIFCATION REQUIREMENTS:**

Organizational Skills

Positive Attitude and ability to work with others

Event planning skills

**POSITION DURATION:** TOSC board year (1 June- 31 May)

**TIME REQUIRED:** 10-15 hours per month