ATTENDANCE and RESERVATIONS

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| **JOB TITLE:** | Calling Committee Chairperson, Reservation Chairperson, Cashier |

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| **MAJOR DUTIES** |
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| In August assign a partial PARTA membership list to each volunteer caller and send to them. There are fifteen callers and 3-4 sub-callers. Sub callers need the entire list of membership.  Notify each caller of pertinent information regarding luncheons at least a week before: date, speaker/program, main entrée. Send reminder for callers to send back who is coming to the luncheon.  Call Barrack’s Cater Inn with the count.  Attend all luncheons. Bring the two cash boxes. Assign cashiers (volunteers) to take money from those attending luncheon (chairperson may be a cashier). Also assign 2 people (volunteers) to check off names of attendees.  After the luncheon determine the number of meals served, ($12 times number of meals). Pay Barracks.  Cash boxes should have $50 startup money with different denominations. Chairperson takes home the cash boxes.  Chairperson is responsible for updating information monthly (deaths, disconnects, change in phone numbers). Information is reported to each caller as needed and every 3-4 months to membership chairperson. |
| **MINOR DUTIES AND RESPONSIBILITIES** |
| Attend PARTA board meetings when possible. Keep up on new retired teachers attending. |
| **QUALIFICATIONS FOR THE JOB** |
| *Education:*  Must have a degree in an educational field or professionally related one.  *Experience:*  Taught or worked professionally in a school setting, public or private.  *Other:*  Must be a PARTA and IRTA member  Serve on the PARTA Board |
| **KEY COMPETENCIES** |
| Have organizational and communicational skills |