**Duties for the Hostess and Calling Committees**

**Hostesses** for each meeting are posted in the Program section of the yearbook. Typically, the first person *(Hostess A)* is the Hostess Chair.

**Duties of the Hostess Chair**:

The 1st VP will send a current membership roster and a set of instructions to the **Hostess Chair** approximately 3 weeks before the meeting date. Tasks included in these instructions are calling the meeting place to confirm the reservation, setting the menu and meal price, and setting the due date for RSVPs.

 After confirming these details, the **Hostess Chair** then does the following:

 1.) Contact **Hostesses B-F** to inform them of the details of the meeting and to plan for table decorations and the management of the registration table, service project baskets, and meal payments.

 2.) Contact the **Calling Committee Chair** to inform her of the details of the upcoming meeting including venue, menu, meal price, speaker, and special project for that month. Ask her to activate the calling tree and provide her with a firm due date for RSVP responses.

 3.) Contact the **Chapter Secretary** to inform her of the details of the upcoming meeting so that she can email the information to the membership. Ask the secretary to remind the membership to be sure to give their RSVP responses to the Callers to whom they have been assigned.

 4.) Once the calling tree has been activated and the Callers have gathered RSVP responses, they relay this information directly back to the **Hostess Chair** so that she can record it on the membership roster and notify the restaurant/venue of the total number attending. The membership roster with the RSVP responses should be brought to the meeting to record attendance during check-in.

 5.) Other duties of the **Hostess Chair:**

 a.) Collect meal payments from members that registered

 but did not show up.

 b.) Inform the secretary of the total amount of money

 gathered for the local service project.

 c.) Hand-deliver the monetary donations to the local service

 project.

 d.) Request a receipt from the local service project and

 submit it to the chapter secretary.

 e.) Submit the donations for the international fund-raiser

 (i.e. Schools for Africa) to the chapter treasurer.

 f.) If necessary, contact the Calling Committee Chair to alert

 her to any problems with the calling system.

**Duties of Hostesses B-F**:

**Hostesses B-F** are responsible for working together with the Hostess Chair toprepare table decorations, manage the registration table and service project baskets, count money with the treasurer, pay the meal providers, and collect meal payments from members who said they would come but did not show up. Hostesses are encouraged to make a special effort to welcome guests and new initiates to every meeting they attend, especially the April, May, September, and October meetings.

 \* Questions should be directed to the 1st Vice President.

The newly formed **Calling Committee** consists of a Chair and 10 Callers. All members of the Calling Committee, including the Chair, will be assigned a list of Mu Chapter members for which they are responsible to contact prior to each meeting throughout the year, with the exception of the December Christmas Tea. The role of the Calling Committee is to contact the membership regarding upcoming meetings, gather RSVP responses, and report back to the **Hostess Chair** the names of those who will and will not be attending. The Calling Committee may also be asked to make calls in the event of an emergency, or as needed.

**Duties of the Calling Committee Chair:**

 1.) After receiving information from the Hostess Chair about an upcoming meeting, the **Calling Chair** will activate the calling tree by contacting each member on her list. The members on the Chair’s list are made up of the Callers. The Chair must have direct and confirmed communication with the Callers to be sure they have received the message.

 2.) Provide Callers with meeting information including the date, time, venue, menu, cost of meal, special project, due date for RSVPs, and the name of the current Hostess Chair. *(This is important as sometimes the Hostess Chair listed in the booklet changes due to unforeseen circumstances.)*

 3.) Remind the Callers that they are to report their RSVP information directly to the Hostess Chair for that month by the established due date.

 4.) If one of the Callers is unable to perform her duties for that month, the Calling Chair is responsible to make the calls for her.

 5.) The Calling Chair is responsible to relay her personal RSVP to the Hostess Chair.

 6.) The Calling Chair is responsible for resolving any issues related to the calling tree.

**Duties of the Callers:**

**Callers** are responsible for contacting everyone on their assigned lists and informing them of the date, time, venue, menu, cost of meal, special project, and due date for RSVPs. They gather the RSVP responses and relay this information back to the **Hostess Chair** so that she can keep a master record and notify the venue of the total number attending. If a Caller is unable to fulfill her duties in any given month, it is her responsibility to contact the **Calling Chair** who will then take over the duties of that Caller. Callers are encouraged to use email when possible and phone calls as needed. It is recommended that each Caller make an initial contact with the members on her list to discuss the most desirable way to keep in touch throughout the year. She might also find out if any members on her list will be out of town during certain months of the year.

 \* Calling lists are posted in the yearbook.

 \* Emails are an acceptable way to collect RSVPs quickly.

 \* Questions should be directed to the 1st Vice President.

 **Calling Committee 2015-2016**Susan Flicek – Chair

 Hallie Baldwin

 Joy Barclay

 Angie Dahlberg

 Judy Dvorak

 Diane McKean

 Durayne Mitby

 Arlane Mullranin

 Pam Murray

 Dianne Sizer

 Pat Welte