

Meeting Arrangements Chair

Position Description

Meeting Arrangements organizes and schedules all SGC General Meetings, Committee Meetings held at CUH or GVC and SGC Luncheons. The Chair's responsibilities start at the In/Out Board Meeting in June.

The Chair is responsible for:

- A. Reserving rooms for all SGC General Meetings and Luncheons
 - 1. General Meetings are held in
 - a. October
 - b. November
 - c. January
 - d. February - SGC Business Meeting - has special seating - tables set at diagonal 8 per table
 - e. March
 - f. April - Joint SGC/Tacoma - odd years at SGC, even years at Tacoma
 - g. May
 - 2. Usually held at CUH or Graham Visitors Center at the Arboretum
 - 3. Room reservations at CUH are 8:30am - 9:15am in NHS A for Provisional Introduction to SGC and 8:00am - 1:00pm in NHS B&C
 - 4. coordinate with CUH re seating layout
 - 5. General Meetings are held on the third Thursday of the month
 - 6. All reservations for meetings and luncheons are made a year in advance
 - 7. Soliciting volunteers for General Meeting refreshments first from MA committee then utilizing Sign Up Genius, announcements at meetings and Eblast
 - a. sending reminder email week prior to all volunteers outlining their responsibility
 - b. Making all reservations for SGC committees at CUH. Committee Chairs must contact Meeting Arrangements Chair for reservation.
 - i MA chair to remind Committee Chairs to update calendar of events

- B. In the event of cancellation due to weather MA chair consults with SGC President then contacts CUH senior manager via text on their personal cell, copies CUH team members, to advise of meeting cancellation
- C. Organize the space and luncheon for the September Picnic
 - 1. Take reservations using Sign Up Genius work with Kim Bishop on this
 - 2. Coordinate with Treasurer to collect fees from SGC members who do not pay MA fees
 - 3. Ensure spaces for check-in and SGC Green Book distribution
- D. Reserving the space for the December Holiday Luncheon and Auction
 - 4. Currently held at the Sunset Club in Seattle
 - 5. Works with Ways and Means and Means Co-Chairs to meet the committee's space and decor requirements
 - 6. Work with the Auction bank to meet their space and decor requirements
 - 7. Plan the lunch menu and handle special meal requests
 - 8. Take reservations for the event using Greater Giving
 - 9. Assign table seating for the event
 - 10. Create name tags for the event
 - 11. Work with the Auction Bank and SGC Treasurer to collect Luncheon fees for SGC Member guests and SGC members who do not pay MA fees
 - 12. This event is held on the first Thursday of December
- E. Reserving Space for the April Joint Meeting with Tacoma on odd years
 - 1. Work with SGC Program Chair to have an appropriate space for the Program and Lunch³
 - 2. Plan the menu
 - 3. Take SGC member reservations for the meeting
 - 4. Ensure space for check-in desks
 - 5. Coordinate with Tacoma Garden Club to get a roster of Tacoma members who will attend
 - 6. Coordinate with SGC Treasurer to collect fees for the Tacoma members and the SGC members who do not pay MA fees
 - 7. Create name tags for Tacoma members attending
 - 8. Coordinate with speaker, Program Chair and Kim Bishop to arrange A/V
 - 9. Coordinate to arrange centerpieces

- F. Coordinate with Tacoma Garden Club for joint meeting on even years.
 - 1. The Tacoma meeting is usually held on the 3rd Wednesday of April
 - 2. Take reservations and collect fees from SGC members for the luncheon

- G. Reserving Space for the SGC Annual Meeting Luncheon in June
 - 1. At this time this meeting is held at the Seattle Tennis Club
 - 2. Plan the luncheon menu and coordinate with FD about linens
 - 3. Take reservations for the meeting
 - 4. Ensure space for the New Member receiving line
 - 5. Ensure space for the SGC Club Horticulture, Floral Design or Photography show
 - 6. Work with SGC member(s) in charge of the show to provide all the necessary equipment (A/V and otherwise) for the show
 - 7. Collect lunch fees for members who do not pay MA fees
 - 8. Arrange with MA Committee members to work the check-in desk
 - 9. Arrange assigned seating as needed
 - 10. The Annual Meeting is held on the 1st Thursday in June

- H. Committee Coordination

- 1. In Summer arrange with Committee members to be the Hostess for one General Meeting during the year.
 - a. Hostess will be in charge of setting up and cleaning up the refreshment tables and if soiled washing tablecloths and returning to CUH prior to next meeting
 - b. At least one week prior Hostess will send reminder email to all who signed up to ensure they can still provide their offer, advise where to meet and when.
 - c. Work with Kim Bishop for the Sign Up Genius site
 - i. Make announcement at start of each year to remind people it is the responsibility of all SGC members to provide refreshments at least once each year
 - d. Coordinate with Provisional Chairs to ensure nametags are at the September Picnic, Tacoma Joint Meeting and the June Luncheon as well as the monthly meetings
 - e. Keep a key to the SGC Office and Storage Closet
 - f. Keep tablecloths and supplies tidy and ready for future meetings

Useful Contact Information:

CUH - for all reservations

Rasa Vander Veer

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CUH - Manager Botanic Garden Rentals contact to cancel due to unforeseen circumstances

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Seattle Tennis Club

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Sunset Club

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