



**THE MONDAY CLUB OF SAN LUIS OBISPO  
BOARD OF DIRECTORS POSITION DESCRIPTION  
(JUNE 2023)**

**Position Title:** Dean of Chairs, Director

**Term:** One year (may service up to two consecutive terms)

The Dean of Chairs under the direction of the President of the Board of Directors, is responsible for ensuring there is a Chair, a Co-Chair and a sufficient number of Committee Members (8-10) signed up to decorate for each month's General Membership Meeting and Luncheon. The Dean of Chairs should be available to help with any needs that may arise.

1. The Dean of Chairs shall fill all positions (as noted above) for each monthly meeting/luncheon for the Club Year. The total number of Committee Members can be adjusted as new members join the Club and volunteer for (or may be assigned for) these duties.
2. New members will be contacted to fill a Luncheon Committee position, by either the Membership Chair or Dean of Chairs, as mutually agreed upon by those two Board members.
3. The Dean of Chairs shall provide the names of the Luncheon Committee Chair, Co-Chair and Committee Members to the Website Committee Chair by July 30<sup>th</sup> each year, for publishing on the website.
4. The Dean of Chairs and Luncheon Committee will meet at the conclusion of the meeting/luncheon preceding their month of service. The Committee Chair will be given a Luncheon Committee Checklist for all required set-ups and take-down duties. See attached.
5. The Dean of Chairs will order linens and can also provide information concerning linen color choices for selection. White, ivory or black linens are available from our linen provider (currently Bella Couture Linens/Got You Covered). If other color choices are requested by the Committee, the linen provider requires at least 3 weeks notice to fulfill the additional color choices.
6. The Dean of Chairs is responsible for attending all Board Meetings and preparing a monthly Board Report, which is due one week prior to the Board Meeting.
7. Each month the Dean of Chairs shall provide the Power Point Chair, and c/c President necessary information for the Power Point Presentation. This includes the names of the current Luncheon Committee, the next month's Committee Members, the names of the Flag Salute Leader and the Inspirational Presenter.

8. The Dean of Chairs is responsible for attending all GM/Luncheons. At each Luncheon the Dean of Chairs shall announce and recognize the current Luncheon Committee and announce the next month's Luncheon Committee. An announcement shall be made announcing a meeting immediately following the current luncheon for next month's committee.
9. The Dean of Chairs shall maintain an inventory of all linens that are the property of The Monday Club. Some of the linens are stored in the linen cabinet, some are stored in a plastic container in the office, and some are stored in a plastic container in the basement.
10. The Dean of Chairs and the Luncheon Reservation Committee Chair will coordinate to confirm the number of required seats one week prior to the luncheon. Once the number of attendees is confirmed, the Dean of Chairs will notify the Property Manager (currently Teresa Dellaganna) with room set-up information.
11. Once the Dean of has confirmed the set-up for the luncheon and the number of tablecloths needed, she will then email an order to Vanessa Friedman at Bella Couture Linen/Got You Covered. The Dean of Chairs will need to pick up the linens at Got You Covered on Friday before the GM by 3:00 PM, and will drop off the used linens by Monday after the GM by 3:00 PM (or the day after).
12. The Dean of Chairs together with the Caterer will decide on a menu for September through May. There will need to be a meal choice for both a meat and a vegetarian option each month. Once a menu for the Club Year is agreed upon, it shall be presented to the BOD for approval.
13. The information of the menu selection shall be emailed to the Website Committee Chair and to the Luncheon Reservations Committee Chair.
14. The Dean of Chairs is responsible for passing around a sign-up sheet for the following Club Year.
15. The Dean of Chairs is required to submit a short Newsletter article to the Newsletter Chair by the designated date each month. The article shall include the names of the Luncheon Decorating Committee and the 'theme' of the luncheon, if available. It may also include photos from table decorations.
16. The Dean of Chairs is responsible for assuring that there is adequate dish drying coverage available for each monthly luncheon. The Luncheon Reservation Committee Chair will inform the Dean of Chairs with names of the signed up members.