



CORRESPONDING SECRETARY of the organization shall:

- A. Within the first 3 months of the year, Send inquiry letter to The Petroleum Club or other selected site regarding availability of luncheon dates for the next year and provide response(s) to the President, 1st VP, 2nd VP and Education Director. President will approve and sign the contract, providing you a copy.
- B. Create luncheon notice and send global e-mail 2 to 3 weeks prior to the luncheons. This may be done by the tech person. If so, provide tech person with the menu.
- C. Arrange monthly luncheon meetings with the Petroleum Club or other site selected by the Board:

Attn: Shawn Rushing
Catering Manager
The Petroleum Club of Houston Catering Department
1201 Louisiana Street, 35th Floor
Houston, TX 77002
Phone: 713-659-1431
Email: catering@pcoh.com

- D. Selected menu must be provided to the Petroleum Club at least 3 weeks prior to the luncheon. Provide January's menu immediately. Recommend provide selected menus for the rest of the year by first of February. Menu can be changed if provide notice at least 3 weeks prior to luncheon. Special dietary needs are submitted with guaranteed head count.
- E. Receive and confirm member reservations for the monthly luncheons.
- F. Send global e-mail reminder about the luncheon meeting the week before the luncheon and reiterate cancellation and payment policy. This may be done by the tech person.
- G. Petroleum Club emails BEO (event order) a few days prior to the Luncheon containing the menu, audio/visual needs, set up/configuration requests (includes requesting "Reserved" tables, extra tables in either registration area or within dining room for raffles, etc). Revise a/v and set up as needed, sign and return. Email The Petroleum Club the headcount for the luncheon as well as any special dietary needs (number of vegetarian or dairy free meals, etc) two (2) business days prior to the luncheon.
- H. Prepare a spreadsheet containing the pre-registered luncheon attendees. Recommend organizing by status of payment (unpaid, paid, president's guest), then sort by company name and first name of attendee. Under 'unpaid', leave extra blank rows for walk-ins.

I. Day of Luncheon:

1. Verify the rooms are set up as requested - # of screens, reserved tables, # of registration tables plus any other special set up requests.
2. Bring name tags, ink pens, signed & dated receipts, and door prize tickets.
3. Bring \$50 in change for those attendees paying in cash.
4. Get “helpers” to check in attendees. This should be done in advance if possible.
5. Deliver the collected funds and checks in a letter size envelope to the Treasurer at the Luncheon along with the spreadsheet(s). Confirm spreadsheet reflects “no shows” so the Treasurer can send invoices. If possible, mark attendees as “checked in” online immediately.
6. Review the Treasurer’s outstanding payment list for accuracy prior to Treasurer sending out billing statements.

J. October is always designated “Manager’s Appreciation Luncheon”. Provide the President with the names of the top three (3) oil companies with the highest attendance at luncheon meetings (January through August).

K. Immediately after election results are determined, order name badges for new Board members and those who have taken on a new role on the Board. Name badges ordered from (note: badges delivered to street address only):

Awards by Mastercraft
Attn: Bryan
225 Exchange Street
Burleson, TX 76028
817-295--7363
memoriesbymc@aol.com

L. In November or December, request from The Petroleum Club the next year’s list of available menu items.

M. Be a member of the Board of Directors.

N. As a member of the Board of Directors, the Corresponding Secretary has a standing reservation for each luncheon. If not cancelled, the Corresponding Secretary will be billed for the luncheon.