

INSTALLATION CHAIR

Job Description: Plan, coordinate and produce the Installation meeting (usually a lunch or brunch).

Responsibilities:

1. Coordinate with Housing Chair to find a suitable location and reserve as soon as possible.
2. Coordinate with Program Vice President to set date of the Installation.
3. Coordinate with incoming President as to who she would like to have as Installing Officer.
4. Organize a committee* to determine theme, decorations, date, time and menu of the meeting.
Take sign-ups at general meetings and from *Triad* articles, if needed.
5. Arrange for a member to receive reservations. Set a reservations deadline.
6. Organize set-up for decorations, etc.
7. Arrange for name tags, hostess place cards, and perhaps table numbers, as needed.
8. Give Installation details to the Triad Editor, Triad Cover Chair, and Public Information Chair. Submit reservation information in issues of the Triad preceding the event.
10. Attend Board meetings, as needed, prior to Installation.
11. Prepare a report about the event and submit to the President.
12. Maintain a Chairman's book. Include End of year reports and any other useful materials.

Deadlines:

1. Aug. 1: Give proposed date to Program Vice President.
- 2, *Triad* deadline: 15th of the month
3. Deadline for Public Information chair
4. End of Year report

Chair of: Installation Committee

* may include:

AAUW Funds Chair

Hospitality chair

Housing chair

Installing Officer (see #3 above)

others, such as reservations chair and installing officer, as needed