

**LEA COUNTY WOMEN'S NETWORK
BASIC RESPONSIBILITIES
Guest Relations**

THE TERM OF OFFICE IS FROM: January 1 through December 31 in year following election of office in October.

- **The Guest Relations Committee Chair shall be comprised of LCWN member.**
- **Shall be in charge of getting and registering new guests.**
 - **Try to arrive early to greet members and guests**
 - **Request guest to fill out form & leave on table**
 - **Request guest to sign the attendance registry too**
- **Introduce the guest at the meeting if she is not another ladies guest**
- **Shall arrange someone to greet when unable to attend luncheon**
 - **Arrange guest forms to be at the luncheon in your absence.**
- **Shall collect guest registration forms at the end of each luncheon**
 - **Will email or fax copies to the President, President Elect, 1st Vice-President and Website Coordinator**
 - **Same day or next if possible after luncheon**
 - **Shall request substitute person to gather all guest forms and give to the 1st Vice-President after the luncheon**
 - **Then the 1st Vice-President will email or fax forms to the Guest Relation Chair, President, President Elect, and Website Coordinator as soon as possible.**
- **She shall follow up each guest with the appropriate correspondence**
 - **Thanking them for attending and notification of the next monthly luncheon date**
- **She shall send member/members the appropriate card/letter when notified of a sickness, accident, or death in their family.**
- **Will attend the monthly Board Meeting regularly**
 - **Will notify the President when she can't attend.**
- **The Guest Relations Committee Chair shall appoint a person or persons to help her fulfill the duties of her office at any time.**