

Advisor Job Description

After serving as the most previous past president, the job of the advisor is to provide continuity, support and guidance at the direction of the current president. Suggested activities:

Before the annual meeting in the fall, the then current president should meet with the incoming president (current vice president) for a turnover meeting. Items of discussion may include:

- Update on projects currently in progress
- Insight from any business outstanding from the International organization
- Suggestions for handling the duties of the president
- Other information that may seem logical.

Throughout the year, the Advisor should make herself available to the president, at the president's request, for conversations and guidance on matters pertaining to the chapter.

Ingrid Gangestad, August 2018

Fund Raising Administrative Chair Person

For 2017-2018 and 2018-2019, the duties of the Fund Raising Chairmanship are shared among 3 people. Two of the chairs are acting as external organizers to solicit and secure the chefs, liquor vendors, food and beverage donors, and media. The job of the Administrative Chair Person is to:

- Schedule committee meetings among the 3 chairs, among committee chairs and among all participating Dames in the event.
- Find locations for meetings.
- Communicate continually throughout the planning of Dame It! to the membership about involvement needed, ticket sales, solicitation required, etc. This is written by the chairperson but delivered to the entire chapter via the Administrative Assistant.
- Work with venue to finalize contract, make payments, request support, supplies, etc. from venue.
- Schedule meeting(s) with venue and committee chairs and members to understand the space and how to use it.
- Gather new ideas to improve Dame It!
- Schedule recap meeting after event to figure out best practices and improvements for another year.

Ingrid Gangestad, August 2018

Dame It! Rental Committee

Dame It! requires a variety of rental needs that can be easily done by one person and performing the duties almost completely independently. These include:

Review any suggestions from previous years.

- Connect with Venue to find out if they provide any rental items free of charge.
- Determine if it makes more sense to use venue's rental company or if it is possible to use someone else. (The admin fee will be added to everything from the venue's rental company.) In 2018, it made sense to rent tables from the venue and have them delivered and set up rather than trying to do it ourselves. However, it made much more sense to rent linens from an online source and handle that independently.)
- Work out a budget before committing to any of the rental items and talk with over with the overall chairs. This would also be a time to check and double check that we have the items we need. Usually you can add to a rental order without a problem, but taking items away may result in a restocking fee or inconvenience fee.
- Work with Overall Co-Chairs to find out how many vendors will be participating. In the past, the following have been provided:
 - Each chef received:
 - 6'x30" table with floor-draped black tablecloth
 - 6'x18" table with floor-draped black tablecloth
 - Each liquor vendor received
 - 6' table with floor-draped black tablecloth
 - Silent Auction
 - 8'x27" tables with floor-draped black tablecloths (number of tables determined by SA committee and what space allows)
 - Glassware
 - 300 10-oz wine glasses (could be smaller due to smaller pours)
 - 300 hi- or low-balls for cocktails
 - Other
 - 10 30" round high top tables with 120" round black tableclothes
 - 5 30" round low top tables with 90" round black tablecloths
 - Tray jacks
 - Folding chairs
 - Easels

Linens were sourced from an online linen tablecloth company (linentablecloth.com). Check with Ingrid for the name of it. They offered purchase or rental of polyester tablecloths for a small fee. Rental made sense—free return shipping. This required more work from the committee, but it saved about \$800 from renting tablecloths from the venue or renting them from a local rental company. They are not pressed, but they were acceptable.

Confirm with overall co-chairs throughout the planning process on rental needs. Use Google Docs to help facilitate the communication and check points.