**Reservations Committee Chair**

**AAUW San Antonio Branch**

The Reservations Chair is a committee lead that is responsible for accepting reservations from the branch members, normally for monthly membership meetings for which a restaurant luncheon is served. The Chair collects those reservations from members via email, telephone, or in person, followed by a written list submitted to the Treasurer. In addition, those members responsible for making the venue reservations use that information to inform the host restaurant manager of the number of AAUW member attendees. The Chair is also responsible for ensuring the member name tags are distributed at each monthly meeting and assists with the check-in at the start of each meeting.