

MONTHLY CHAIR JOB DESCRIPTIONS

On-site Monthly Co-chairs

Get keys from the previous co-chair and ask for a report as to last time she checked the money bag, supplies and inventory.

Monitor inventory in storage area for ponchos and booth for deposit slips & envelopes, ponchos, garbage bags, rubber bands & pens. Let Cynthia know if low.

It is easier to keep a supply of quarters, \$5's and \$1's for yourself to replenish the bag. If that is a burden for you to put out that much money let us know.

When notified of low banks of \$5's and quarters or lack of correct change for start-up cash either 1) bring necessary change to Group Sales (next to old box office) and ask for the Soroptimist money bag. They are open 9:30- 5 on Monday and 9:30 till play time Tues – Fri. They are not open on weekends. The key to the money bag is with the rest of the keys you have. 2) bring the change to the booth just before 7pm and fill the banks then. 3) If neither of those will work, contact one of the workers for the night and make arrangements with her.

If it rained during the play:

The next morning, check the pillows and blankets to make sure they are dry. This can be hard to determine since they will also be cold, but if they are really wet you will be able to tell. If there are wet ones, contact the season co-chairs.

Pass the keys on to the next month co-chair, keep track of the hours you spent and immediately report the hours to the season co-chair.

If something comes up that you need to be gone for a couple of days, contact one of the co-chairs and someone will cover for you. Thanks so much!

Notification co-chair

1. Go to SIA's web site and click on members and then monthly chair report by the pillow booth green box to see who is working the booth. This will be a current list with their name and contact info. You can also get the names from the calendar. If you copy it for your convenience be sure to recheck this site every couple of days since changes are made.
2. A basic letter will be sent out so you just have to change the names and dates. The day before they are to work, e-mail the workers to remind them they are working and to bring small bills and wear enclosed shoes. Send the reminder email to both people on duty at the same time, so they know whom they are working with. **Tip -- It can be put it out late two days before, so that the email is already sent to the members early in the morning, i.e. put out an email on late Tuesday night for a Thursday duty time.**
3. Sometimes the same member will be on duty several days in a row or several times in the same week, ask them if they need multiple reminders. If they have different partners, include those names and dates.
4. If the designated volunteer doesn't respond to your e-mail, call them until the morning of their scheduled day. If you are unable to reach them, contact someone from the sub list. You may have to cancel the sub but it's important that the booth is covered.
5. When someone contacts you about a trade be sure they are making that change through trades or substitutions on the pillow booth site. Check the duty list for changes as sometimes a member will make a change without notifying you. Double check to make sure two new members aren't working together.
6. **You will be sent the contact number preference of the on- site co-chairs so use that number in the reminder e-mail.**

7. Remember if something comes up and you need to be gone for a couple of days, contact the season co-chairs and someone will cover for you.

8. **When it is time to hand off your duties, email the next Co-Chair that it is their turn, a few days in advance.**

9. Keep track of the hours you spent as monthly co-chair and immediately report them to the season co-chair.

Thanks so much!