

# JOB DESCRIPTIONS

**Job Area:** COMMITTEES – LUNCHEON  
**Job Name:** Name Badges  
**Duration (Yrs.):** 2 years  
**Required Time:** Monthly (Two hours prior to lunch)  
**Skills:**  
**Date posted:** 10/11/13  
**Posted by:** Jim Schneider

## Detail Description:

Maintain SIR badge boxes

Receive SIR members' calls for luncheon guests

Report number of guests expected to Big SIR at monthly ECM meeting

Prepare temporary badges for the speaker and guests

Hand out SIR badges at the luncheon, and collect badges after the meeting.

Notify Big SIR of first-time guests to be introduced

Continue to protect, nourish, and stroke Big Pecker

Set up table for said Big Pecker at monthly ECM meeting.

Place Big Pecker at podium for monthly luncheon meetings.

Arrive at monthly ECM meeting early, to check tables and place settings  
(i.e. 6 place settings at officers' table, table for sign-in sheet at door,  
lights up, and room music off)