

## **Retired Faculty-Staff Association**

### **Foodie Chair Job Description**

Foodies go out for meals at Austin restaurants, with a focus on locally owned venues. The Chair selects the meal (breakfast, brunch, lunch or dinner) and the location, and makes a group reservation. Each attendee selects their own menu item and pays their own check.

Responsibilities of the Foodies Interest Group Chair include:

- Maintaining an email group of all RFSA members who have asked to be notified of Foodies events.
- Researching local restaurants and contacting them to make reservations and be sure they can accommodate individual food choices and checks.
- Ensuring there is adequate valet, garage, surface parking and wheelchair accessibility.
- Composing an email with information about the event and restaurant, perhaps including links to menus and reviews, and the maximum number of people who can be accommodated. Sending that email to the Foodies email group, then keeping a list of the people who want to attend until the maximum number is reached, then creating a wait list in case any early responders are unable to attend.
- Arriving a little early to the event to be sure the restaurant has set up the table(s) as discussed, including wheelchair accessibility, if necessary. Hosting the event. Taking photos (sending to webmaster).
- Writing a summary of events, including photos, for the RFSA Magazine.
- Attending RFSA Board meetings.

*Updated 2023*