“The First Vice-President shall serve as program chairperson and shall perform all duties of the President in the President’s absence. The First Vice-President is responsible for the Fall Brunch and Spring Luncheon.

Fall Brunch:

April/May

- Reserve space for the lunch. If it is at the International Center reserve the outdoor patio, dining room, and lounge. Oceanids do not pay for use of the I-Center because we raised the funds to build the I-Center. The event may be pot luck or catered. If it is catered, reserve the caterer months in advance.

- Note: In 2014 and 2015, the Chancellor’s wife hosted us at the Geisel House. However, events at Geisel House can only by hosted by the Chancellor and his associate. We cannot pay the costs. Because of this, we should not ask yearly for this special free lunch.

- When choosing the date for the Brunch, try to not choose a date when “Live from The Met” is in theaters. Many members buy season tickets to these showings.

May/June

- If arrangements for the dates, costs and venue are known when the membership renewal letter is sent, prepare a letter with this information, and include it in the mailing. Members should respond to you, and including payment if required.
- Ask the Second Vice-President in charge of membership for submission dates for this letter, and provide her with the necessary copies.

September:

- Prepare the front page of the newsletter announcing the Brunch date and details. The front page should have a coupon on the bottom for members to clip and mail with their check. There should be a line to indicate if the member needs a ride.

- At the September Board meeting enlist members for assistance where needed.

    1. Publicity/website officer to prepare the name tags.
    2. Two volunteers to man the check-in table and give out the nametags.

3. Volunteers to serve at the refreshment table set up with juice and water.
4. Volunteers to bring dessert.
5. Volunteers for Grab and Go table set up if you are holding that.
6. If Undergrad scholarship winners are to be invited, someone needs to contact Jennifer Leighton, Associate Director for Scholarship Programs. She will invite them.

- Arrange with the I-Center for a set up crew, and a clean up crew. Oceanids pay for this.

- If the event is Pot Luck, Oceanids provide tablecloths, paper plates, napkins, cups, and plastic utensils. If it is catered, ask if tablecloths, plates, etc. are provided. Caterers may provide tablecloths for only the buffet.

- If champagne will be served, apply for an alcohol permit. They are available in the I-Center office.

- Interest Groups will display their posters and sign up sheets on the patio. Remind the Interest Group Chairperson to contact the chairs of the groups with this information. If it is raining, the posters are displayed in the Pavilion.

- The I-Center office has sheets with diagrams of the room. Obtain a diagram and draw the placement of tables it. You will need tables for dining, buffet tables, a coffee table, and a dessert table. If there is a Grab and Go, you will need tables for that.

Spring Luncheon

The luncheon is usually held on the second Thursday in May.

September (or earlier)

- Reserve the venue. They will require a deposit which you will obtain from the Treasurer.
- As soon as you know the date, publish “Save the Date” in the Oceanids Newsletter. Give Rosie Enright information regarding the luncheon for the cover of the March-April Oceanids News. The front page should have a coupon on the bottom for members to clip and mail with their check. There should be a line to indicate if the member needs a ride.

January

- Arrange for a guest speaker.

February

- Get the names of the graduate fellowship holders from the Board member in charge of Graduate Scholarships. Invite these students to come to the lunch and present their research. They can bring poster boards if they have them from other presentations.

March

- Send the newsletter editor the invitation for the brunch. It should appear on the front page of the April/May newsletter. The front page should have a coupon on the bottom for members to clip and mail with their check. There should be a line to indicate if the member needs a ride.

April

- Recruit Board volunteers:

    1. Publicity/website officer to prepare the name tags.
    2. Two volunteers to man the check-in table and give out the nametags.
    3. Volunteers to serve at the refreshment table set up with juice and water.
    4. Volunteers to bring dessert.
    5. Volunteers for Grab and Go table if you are having that.
- Visit the venue, if necessary, to decide on setup and menu.

May

- At the Board meeting, decide on the program (order and timing).
- Purchase flowers for the guest speaker and President.
- Purchase flowers for the tables.
- If you get something like orchids for the table, they can be sold at a price marked up just enough to cover their cost and the gift flowers.
- Arrange with the Treasurer for final payment. If the Treasurer is coming to the lunch, he/she can bring a check.