



*Connect. Inspire. Learn.*

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## **WWBN Leadership Team**

Thanks for your interest in the WWBN Leadership Team! Volunteering in this capacity will help you further develop your leadership skills and provide you with greater voice in the WWBN community. You'll receive increased visibility as a result, thereby growing your brand and business.

All positions on the Leadership Team will be integral parts in the effective operation of WWBN. Ideally you will serve a minimum 6 month term in a volunteer capacity.

### **CATERING & GUEST LIAISON**

**As the Catering & Guest Liaison, you will work at the events to coordinate and oversee event logistics relating to catering.**

#### **Pre-event:**

- You'll note the menu of the month from the registration form when you sign up for the event.
- Deb or the Admin Assistant will provide you with the attendee list and notations of any food restrictions.

#### **At-event:**

- After you introduce yourself to the catering team, confirm if there any last minute changes to the menu.
- Discuss the guest list noting food restrictions.
- Guests with food restrictions, call them by name and ask to identify themselves to catering.
- Announce 'lunch is served' and ask the speakers, sponsors and any guests that need to leave early, to proceed to the front of the line.
- Thank the catering team for their service before you leave the event.