



OPTICAL SOCIETY

ROCHESTER SECTION

Optical Society of America, Rochester Section, Inc. HOUSE CHAIR DUTIES

Last revision: December 2011

Bi-weekly guest speaker talks

Arrange meeting sites by Sept. 1 and communicate information to Secretary for inclusion in Annual Program. Since many people take vacations in late August, try to start this process in early August.

1. Most meetings have been held at the LLE 2nd floor conference room (the COI Conference Room) at the University of Rochester, and attendance often drops if the location is changed. Our current contact at the LLE for room reservations is Sarah Frasier (sfra@lle.rochester.edu). If this location is not available, RIT and the Goergen biomedical optics building at the University of Rochester are also centrally located, have nice facilities, and are easy to use.
2. Before each talk, follow up by confirming the meeting site reservation and going through the following checklist for each talk:
 - 2.1. Two/Three Weeks Before:
 - 2.1.1. Confirm meeting location, ask program chair regarding special speaker needs for AV equipment, relay special AV needs to the site manager or reserve equipment yourself from AV supply.
 - 2.1.2. Make sure parking is arranged.
 - 2.1.3. Email speaker about dinner preferences and decide on a dinner location. Dinner locations should be close to the talk site, take reservations, and allow separate checks. Communicate dinner location, time, and any special information regarding parking to the secretary so that it can be included in the meeting notice.
 - 2.2. Day Before Meeting:
 - 2.2.1. Receive member's reservations for dinner. Make reservation with the restaurant, and tell them it needs to be tax exempt. Can add an extra 1 or 2 people to the reservation count since some people show up without reservations.
 - 2.2.2. Buy refreshments (cookies, veggie/fruit tray, juice, soda, and water) at store, using tax exempt certificate.
 - 2.3. Day of Meeting:
 - 2.3.1. Pick up any necessary equipment.
 - 2.3.2. Bring refreshments to the talk. Encourage people to join R-OSA or renew their membership on the website at osarochester.org. If available, can also bring membership forms to get new members to sign up at the talk.

- 2.3.3. Go to pre-talk dinner. Pay for speaker's dinner. The tax-exempt certificate may be used to avoid paying tax on the speaker's dinner. The dinners of the regular members are not eligible for tax-free treatment.
- 2.3.4. Take an attendance count at dinner.
- 2.3.5. Go to talk, help speaker with any set-up.
- 2.3.6. Place any signs around the site to help direct people, especially if there was a last minute room change.
- 2.3.7. Set out drinks and refreshments. If there's time, bring some cookies to the person sitting at the LLE front desk as a thanks for her staying late for the meeting.
- 2.3.8. Take an attendance count at the meeting.
- 2.3.9. Clean up refreshments and room afterwards, help put away AV equipment if you can.

2.4. Day After Meeting:

- 2.4.1. Write thank-you's to anyone at the site who helped you out. This makes it possible for us to continue using the site year after year.

Annual Dinner Meeting

1. Make reservations for location as soon as the date is set. Ideally, it would be good to settle on a place by December. In the past couple years, the annual meeting has typically been held at the Burgundy Basin.
2. Get information regarding head count and list. Info for guests who signed up electronically can be obtained from the R-OSA website; info for people who sent in paper checks can be obtained from the person in charge of reservations.
3. Finalize arrangements with vendor regarding dinner. Communicate information to Secretary and Program Chairs. Provide vendor with tax exempt certificate.
4. Arrange for any necessary AV equipment for the speaker.
5. Compile attendance counts for bi-weekly talks, and send it to the President to be used as part of the annual report.
6. At annual dinner, bring name tags and be available to check people in. Bring pencils and paper for voting if needed.

Annual Family Night

1. Help purchase refreshments if a budget is approved by the council. Use tax exempt certificate.
2. Help set up the welcome desk, and anything else that needs to be set up.
3. Bring list of confirmed attendees, and be available to check in people if needed.