



**SANTA CLARA COUNTY
LEGAL PROFESSIONALS ASSOCIATION**

**A Member of Legal Secretaries, Incorporated
("LSI®")**

P.O. Box 90509
San Jose, CA 95109-3627
Organized 1940
www.sccolpa.org

RESERVATIONS

Do you like to meet and greet attendees at meetings and events?

Duties include:

- Attend all general monthly meetings and events.
- Take reservations for all SCCoLPA monthly meetings and events (except for CEC sponsored seminars).
- Prepare a list of names of members and non-members who have made reservations, and check them in and collect payment at the door, if necessary.
- Report orally at each general monthly meeting as to whether or not a quorum is present.
- Email all reservations forms to the Treasurer within 48 hours of each event.

Time commitment: Moderate.