

# ***Village Quilters Job Description Greeters/Mentors***

(As of August 2010)

## **Duties according to Village Quilters Bylaws:**

### **Article VI – Duties of Standing Committees:**

**Section 2.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

**Section 3.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

### **Policy & Procedures affecting Job:**

None

### **Duties & Responsibilities:**

- Greet all members and guests. Insure all sign-in tables are manned.
- Monitor sign-in sheets.
- Be aware of repeat Guests (other than Neighborhood) and encourage them to visit with the Membership Chair and join.
- Coordinate any greeter helpers.
- Work with New Member Ambassador to assign a mentor to a guest or new member.
- Insure treasurer has assigned a person to each sign-in area to collect any guest fees if needed.
- Monitor any handouts or signups (other than classes or workshops etc) that may be needed from the sign-in table.
- Make sure sign-in sheets get to the Membership Chair before the end of the meeting
- Obtain Special Guest & New Member printed name tags from Membership Chair.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record you may have to the secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.

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**Mentors:**

- Greeters and/or New Member Ambassador may assign a mentor to assist a guest or new member - make them feel welcome and introduce them to some other members.
- Help guests or new members navigate the meeting and give them information on all the activities available to our members.
- Encourage repeat guests to meet with the Membership chairman to join the guild.