

# ***Village Quilters Job Description***

## ***Greeters***

### **Duties of Standing Committees:**

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

**B.** 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.
- Collect any guest fees and turn them over to the treasurer.
- 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
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record(s) 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.