

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

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

None

## **Policy & Procedures affecting Greeter:**

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
- Submit a bill/reimbursement form for purchase of any needed labels or supplies.
- Act as coordinator for group bus trips.

## **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 them navigate the meeting and give them information on all the activities available to our members.
- Repeat guests should be encouraged to meet with the Membership chairman to join the guild.

As of September 2008