

# ***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.
- ✦ Encourage everyone coming to wear a name tag
- ✦ 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 Ambassador as needed to have Welcome committee greet and help guests or new members.
- ✦ Collect any fees for non-members; complete the receipts record with a name and fee and turn over to Membership chair.
- ✦ 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
- ✦ 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.
- ✦ Notify and provide Secretary with any change or revision for job description as needed.
- ✦ Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.