

# Village Quilters Job Description

## Greeters

### **Standard Duties of Standing Committees & Officers:**

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files and signs/sign holders (if responsible for any) to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. 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.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

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

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

### **Duties & Responsibilities:**

- ⤴ Greet all members and guests. Coordinate any greeter helpers you may have and insure all sign-in tables are manned. Responsible for 2 VQ sign stands. Return to VP if no longer needed.
- ⤴ Encourage everyone coming in to wear a name tag; keep a supply of write in name tags for use if needed
- ⤴ Monitor sign-in sheets; tally members & guests present; make sure sign-in sheets get to Membership Chair at the beginning of the meeting; place a late sign-in sheet at entry
- ⤴ If possible, try to be aware of repeat Guests (other than Neighborhood) and encourage them to visit with the Membership Chair and join.
- ⤴ Know who the Guild Ambassador for new members is and where located as well as any helpers from Welcome committee – may direct guests to them for help.
- ⤴ Collect any fees for non-members; complete the Receipts Record Form with a name and fee; turn over to Membership chair.
- ⤴ Monitor any free handouts or signups (other than classes or workshops etc) that may be needed or requested from the sign-in table.