

# Village Quilters Job Description

## Greeters Coordinator

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

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset 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:**

- ⤴ Designated coordinator recruit and direct helpers to assist with greeting and to insure all sign-in tables are manned. Usually 2 entry tables with 2 greeters at each.
- ⤴ Membership chair will provide copies of the sign-in sheets for each meeting. Monitor sign-in sheets – make sure all entrants do sign-in.
- ⤴ Tally members & guests present on each sheet; make sure sign-in sheets are returned to the Membership Chair at the beginning of the meeting. Place a late sign-in sheet at entry for late arrivals after the meeting has started and tables may not be manned; pass to Membership chair if any have signed in after meeting start.
- ⤴ Greet all members and guests. Encourage everyone coming in to wear a name tag; keep a supply of write-in name tags for use if needed.

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- ⤴ Keep supply of "Name Tag" order forms at main sign-in table (other spot is Membership table) for people who need a replacement tag or want a new one. Direct users to mail the completed form and check payment to the address on the form. Inform person, that when completed, the name tags can be picked up at Greeter table or Membership table.
- ⤴ Know who the Guild Ambassador/Welcome Chair is and where they're located as well as any helpers from Welcome committee – may direct guests to them for help and touring.
- ⤴ Know current guest fees (known as Limited Membership fee). May post any changes in FEES on red poles at each table. May post any other meeting date requirement there as well (i.e. when we had Mask requirements).
- ⤴ If possible, try to be aware of repeat Guests (other than Neighborhood) and encourage them to visit (or walk them to) the Membership Chair to join instead of paying current day's guest fee (many may rather pay the \$10/\$20 toward the full membership).
- ⤴ Collect any fees for non-members (Limited Membership fee); complete the Receipts Record Form with a name and fee; turn over to the Treasurer.
- ⤴ Monitor any free handouts or signups (other than classes or workshops etc) that may be needed or requested from the sign-in table.
- ⤴ May provide small (preferrably wrapped) candy at times during year (exp. Valentine, Halloween), but it is NOT necessary or required. It has been done in past on occasion strictly as a "warm & fuzzy" favor for attendees.
- ⤴ Paper name tags, candy or other required supply item for job are all allowable reimbursable expenses; follow procedure in Standard Duties.