

## **JOB ROLE**

## **MEETER AND GREETER**

## **COMMITTEE SUPPORT**

### **THE PURPOSE OF THE ROLE**

To make members and visitors feel welcome at the monthly meetings and to provide them with information on DU<sub>3</sub>A

### **DUTIES AND RESPONSIBILITIES**

- 1 To be available in the signing-in area from 1.30pm, ready to greet members as they arrive and ensure they have signed in and are given a newsletter.
- 2 Welcome and assist new or prospective members or anyone else, you do not recognise who is looking lost. Offer information and direct them to the refreshments area, raffle table, membership table and main speaker hall. Introduce them to other members or ask a committee member to speak with them if they are alone / unsure.
- 3 Use the current newsletter to ascertain their interests and any groups they may wish to join. Direct them to the relevant group leader, if present or the Groups Co-Ordinator.

### **KNOWLEDGE AND SKILLS**

Out going with a cheerful disposition  
People person

NB Wear name badge and keep smiling!

January 2020