

Welcomer Role Description

Role summary

To welcome, guide and encourage (potential) new members when they attend the monthly meetings to settle in and feel "at home".

Main responsibilities:

- Collect new members details from the Membership Secretary
- Send a welcoming email or phone the new member
- Be present at the signing in desk so that you are available to chat and answer questions
- Organise new members tea, cake and chat sessions
- Sort any queries and record suggestions