

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: MEET AND GREET TEAM LEADER (does not need to be a trustee)

Role Description

Manage a team of members whose role it is to welcome members and guests to the monthly speaker meeting, normally held in Crosfield Hall, complete a register of attendees, collect donations from non-members.

Term of office

There is no specified term. You can contribute for as long as you choose to.

Commitment

3 hours per month

Relationships

With Chair, Programme secretary and Monthly meeting hall manager

Details of the Role

Overall purpose	Manage a team of members whose role it is to welcome members and guests to the monthly meeting, normally held in Crosfield Hall, register attendees, collect donations from non-members.
Responsibilities:	<p>Ensure, in the event of EVACUATION, IF SAFE TO DO SO, that Meeters & Greeters check the toilets are empty before leaving the building and going to the rendezvous point.</p> <p>Look after a cash 'float' and monies received from guests, in accordance with the Treasurer's instructions</p> <p>Request the 'register' (list of member names) from the Assistant Membership Secretary or Treasurer a few days before each meeting.</p> <p>Provide pens for ticking off attendees.</p> <p>Ensure that sufficient Meeters and Greeters are available at each monthly meeting to complete their duties. Three are required to help people sign in. 1 person to add up numbers.</p> <p>Contact Meeters and Greeters 3 weeks before meetings to agree their role/requirement.</p> <p>Arrive at Crosfield Hall for the monthly meeting at 09.45</p> <p>Ensure signage is displayed</p> <p>Set sheets and pens up neatly in even rows.</p> <p>Make certain tables are in the entrance lobby and there is plenty of room for people to tick their names as they enter.</p> <p>Place visitor forms at end of tables with stickers for visitors and new members.</p>

Knowledge and skills required	Nothing specific. Be bright and welcoming!
Resources needed	<p>A large sign stating that: 'SIGNING IN IS IMPORTANT' for administrative purposes.</p> <p>A list of Meeters and Greeters with contact details.</p> <p>A phone. Expenses are reimbursable.</p>
Resources available	<p>Membership list provided by the Assistant Membership Secretary or Treasurer. Webmail and email account xxxx@romseyu3a.org.uk</p>