

# 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 MEMBER** (does not need to be a trustee)

### Role Description

Welcome members and guests to the monthly meeting, normally held in Crosfield Hall, create a list of attendees and collect donations from non-members.

### Term of office

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

### Commitment

2½ hours per month

### Relationships

With all members

### Details of the Role

Overall purpose	To make members and guests welcome at monthly meetings.
Responsibilities:	Arrive at the agreed time, help to set up equipment and signage Collect financial donations from guests and pass to team leader Mark members attending the meeting on a list of members Ensure, in the event of EVACUATION <b>IF SAFE TO DO SO</b> that you check that the toilets are empty before leaving the building and going to the rendezvous point
Knowledge and skills required	Nothing specific. Be bright and welcoming
Resources needed	A list of current members and pens Signing in tables with sufficient room for movement around them Visitor forms and stickers. Stickers for New Members
Resources available	Membership list from Beacon. Signage and pens.