

u3a MEETERS AND GREETERS

AIMS, ROLES AND RESPONSIBILITIES

LIAISON OFFICERS- THE PRESIDENT AND THE MEMBERS' SECRETARY

YOUR ROLE AS MEETERS AND GREETERS IS VERY IMPORTANT.
VERY OFTEN YOU ARE THE FIRST POINT OF CONTACT WHEN NEW MEMBERS ARRIVE. YOUR WELCOME CONTRIBUTES GREATLY TO THE FRIENDLY AND WELCOMING ETHOS OF WELLING U3A.

CURRENT MEMBERS:

WELCOME THEM BRIEFLY AND REMIND THEM TO HAVE THEIR MEMBERSHIP CARD READY AND TO GO TO CORRECT REGISTER.
REMIND THEM TO WEAR MEMBERSHIP BADGE .
AWARENESS OF NEW VISITORS.

NEW MEMBERS AND VISITORS

WELCOME THEM, BY TELLING THEM YOUR NAME, AND SHOW THEM TO THE MEMBERSHIP TABLE. FIND OUT IF THEY ARE VISITORS OR ARE THEY READY TO JOIN.

THOSE JOINING WILL NEED TO TAKE THE MEMBERSHIP PACK AND FILL IT IN.
PLEASE SHOW THEM TO A CHAIR AND HOPEFULLY YOU WILL HAVE TIME TO EXPLAIN THE CONTENTS OF THE MEMBERSHIP PACK/ GIFT AID FORM.
INFORMATION ABOUT OUR u3a

IF YOU ARE BUSY PLEASE SIT THEM WITH A SOCIABLE MEMBER OR ASK THEM IF THEY HAVE A FRIEND OR WISH TO SIT WITH SOMEONE .

POINT THEM IN THE DIRECTION OF THE RAFFLE AND REGIONAL NEWS BOARD, OUTINGS, LUNCHESES, GROUPS VISITS ETC