Attendance/Badges



SIR’s Branch 37

# Position Responsibilities for Chair & Assistant Date 10/1/2017

* Luncheon Attendance & Badge distribution
  + Arrive in time to facilitate preparation of attendance at front entrance
    - Get Badge box & set up
    - Have current accurate SIR Attendance Roll Sheet & Current inactive member list
  + Check off attending SIR on attendance roll sheet (SIR takes Badge from Box)
  + Any Inactive members attending should be directed to Greeters for processing as a guest
  + Direct speaker and visitors to Greeters for Name Tag
  + Direct guests to Greeters for sign-in, name tag, referral to purchase luncheon ticket, and on to Membership Chair in bar area
  + Compile attendance information from Roll Sheet
    - Ensure excused information is included
    - Share the Roll sheet with Absenteeism Data Analyst
    - Share excused information and specifics with Membership Chair when requested
  + Attend BEC meeting to report on attendance or, if unable to attend email your attendance numbers to the Big Sir for his report at the BEC meeting. Also report at BEC any communications from members regarding changes in their membership status., such as:
    - Requesting to move to inactive status or to resign from the Branch
    - Medical issues that meet an Emeritus status move