

# Greeter & Guest Registrar SIR's Branch 37



Position Responsibilities for Chair & Assistants

Date 4/8/18

There are two positions of Greeter. At each monthly Branch 37 luncheon the greeters should be at the front doors to welcome all members, visitors (other branch members), speakers, and of particular importance is greeting guests (potential new members {the candidates}). Arrive in time to setup Greeters' Table, usually by 10:45am. Greeter materials are in the Badge box drawer. There must be two Greeters; if one is going to be absent he must notify the Big Sir so that he can ask a BEC Member to fill in.

With all the activity going on at the front door; the attendance sign-in of members and lunch ticket purchases, the greeters can help potential new members through this confusing gauntlet. You will probably be the first SIR Member the guest meets.

Recognize that there are four types of Guests:

1. A first time Guest with a Sponsor. Complete a Guest Card and name tag.
2. A first time Guest with no Sponsor, a walk-in. Complete a Guest Card and name tag.
3. A Guest or Visitor who does not wish to fill out a Guest card. Prepare a list of names and give it to Membership Chair.
4. A returning Guest as a New Member.

Direct all Guests with their Guest Cards to the Membership Chair. When closing the Greeters' Table, give guest & visitor list to the Membership Chair.

The Membership Committee will give the Greeters and the Attendance Chair a list of expected visitors, speakers and Guests (potential new members).

## IMPORTANT:

Once greeted, have the candidate complete a guest card and name tag. Make sure the candidate is matched up with his sponsor if they do not arrive together. For a "Walk-In" candidate (no sponsor) direct him to the Membership Chair. The Membership Chair will identify the guest's interest and introduce him to a table with similar interested members.

Make sure our Guests feel WELCOME! We only have one chance to make a first impression!