**Greeter Chair**

**Standing Committee Position**

Rev Nov.2019

**Summary**

The Greeter Chair coordinates volunteers to serve as greeters and to handle the 50/50 raffle at monthly general membership meetings.

**Position Requirements**

* Comfortable with meeting new people and engaging them in conversation
* Interested in making new and potential members feel welcome and included
* Available to attend monthly general membership meetings

**Responsibilities**

Obtain a list of new and potential members who have registered for monthly general membership meetings/luncheons. The Meeting Director provides this information by sending a registration spreadsheet several days before the meeting, identifying individuals who are attending for the first time.

Recruit several co-greeters from ANC members who have registered for the event. Depending on attendance, one to four additional greeters may be needed. Provide guidelines before the event, and thank the greeters afterward.

Arrive at least 15 minutes before the social time for the monthly meeting begins, and ask co-greeters to be in place early as well.

Welcome new and potential members as they arrive, engaging them in conversation and providing introductions to other members. Be sure they are seated at a congenial table.

Handle all aspects of the 50/50 raffle conducted at general membership meetings. This responsibility includes selling tickets during the social hour before the meeting, counting the cash received, conducting the drawing, and awarding half the proceeds to the person holding the winning ticket. The other half of proceeds should be given to the Treasurer, or Meetings Director.

Attend all general membership meetings during term of office or arrange for another member to cover greeting responsibilities.

**Reminders**

Expenses must be submitted and reimbursed by treasurer before the end of ANC’s fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are responsible for providing training and assistance to the person who will take over their position when the next board prepares to take office.

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