# Summary

**Name Tag Chair Standing Committee Position**

**Rev. 2023**

The Name Tag Chair prepares and transports name tags for monthly general membership meetings & New Member socials & supervises distribution of name tags at the meeting, and stores name tags between meetings.

# Position Requirements

* Good organizational skills
* Moderate computer skills to use nametag template program
* Adequate time to prepare name tags for monthly general membership meetings
* Attend 2 New member socials
* Attend general membership meetings and man the name tag table
* Greet members/visitors so they feel welcome
* Mingle, as time allows, to visit with new members and visitors to promote ANC
* Support other board positions, as needed, when not fulfilling this position

# Responsibilities

Keep track of all name tags by filing them alphabetically in portable boxes.

 Chair creates BLUE name tag for new members, guests and the speaker and his/her guest at thet monthly general membership meetings so current members will know which attendees to greet

 Chair creates WHITE name tag for new members after they have been greeted at a monthly general membership meeting if they don’t have an existing name tag on file.

Transport name tags and extra supplies to and from meetings, collect them after the meeting, and re-file for the next event. If there are Nametag Co-chairs who are sharing attendance at meetings, it is helpful if Co-chairs live somewhat near each other in order to transport nametag & supplies back and forth.

NEW MEMBER SOCIALS: Pull out nametags for list of Board & Interest Group chairs who are attending New Member Socials, sent by Co-member services chair. Bring entire box of nametags along to make sure you have all nametags needed.

Stores name tags and supplies throughout the board year and transfer them in an organized way to the next Name Tag chair.

# 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.