

WWN Policies and Procedures Manual
Section 16
Greeters & Hosts
October 24, 2023 Rev 1

Duties, Policies and Procedures Pertaining To: Greeters & Hosts

A. Duties

There shall be a Greeters/Hosts Committee responsible for:

1. Greet guests, members, and speaker(s)
2. Check in members and collect general meeting fee
3. Check in guests and update attendee report
4. Submit an attendee fee report to the Treasure
5. Submit a Petty Cash income report to the Treasure
6. Provide Name Labels to attendee's and members who do not have their badge
7. Introduce Visitor(s) and/or Speaker(s) to membership, activities, refreshments, and seating.
8. Escort guest speaker(s) to Vice President.

B. Procedures

1. Responsible for having backup members to assist the Committee in case there are not enough members present to act as Greeters-Hosts.
2. Arrive by 9:15 a.m. prior to doors opening to setup and greet guest, members, and speakers.
3. Prior to General Meeting verify you the cash box and have \$100.00 in petty cash.
4. Have available at least two copies of the membership roster

For clarification: A "visitor" to a WWN general meeting is a prospective or potential new member. A "guest" is a friend or other associate of an existing member who accompanies the member to a WWN General Meeting.

Examples:

- Guest is a prospective member accompanying a member to a general meeting.
- Visitor is prospective member who came to WWN by himself/herself.

Visitor is someone new to the area who heard about WWN and attends.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.