

Greeters (Meetings/Events) – Job Description

SUMMARY

Greeters offer people a warm friendly welcome to general and annual meetings of the Society, making guests, new members and members feel comfortable and part of the Society. Greeters are essential to increase membership and retain members.

Greeters at special events offer people a warm friendly welcome, making them feel comfortable and giving information and directions about the activity.

DUTIES and RESPONSIBILITIES

Receiving people at the door and making a warm and personal connection

Introducing people to others who hold common interests

Providing information about the meeting and Society activities

Directing people to the current activity areas

AUTHORITY AND ACCOUNTABILITY

Accountable to the meeting or event coordinator

SKILLS KNOWLEDGE EXPERIENCE:

- Communication skills
- Understanding of the Society activities
- Knowledge of “who does what” among the Board and Committee Chairs

SCOPE:

- Greeters may choose to greet at meetings and / or “one off” special events such as flower show, plant sale, workshop, AGM, garden tour

Greeter – How To

Suggested approaches at meetings: HAVE FUN! ENJOY MEETING PEOPLE.

Visitors:

- Give them a visitor button, membership brochure (for next meeting dates)
- Be sure they enter the “visitor” prize draw
- Tell them about main Society events eg plant sale, garden tour
- Explain the meeting agenda – garden chats / business meeting / featured speaker
- Mention the Society interest groups – floral design, public gardens, iris
- Explain the cost of membership, \$15.00, goes from Jan to Dec
- Act like an usher and show them around, making introductions.

New member s

- Give them a new member button, ensure they received a membership brochure when they signed up (for next meeting dates)
- Point out the discount merchants listed on the back of their membership card (discounts on regular price)
- Be sure they enter the “new member ” prize draw – put their name and phone number on a small piece of paper and place it in the draw “hat”
- Tell them about main Society events e.g. plant sale, garden tour, public gardens, flower shows
- Mention the website and Facebook page.
- Be sure they gave their email when they signed up - explain they can get the newsletter by email
- Explain the meeting agenda – garden chats / business meeting / featured speaker / swap shop / plant or other sales / door prize and plant of the month
- Act like an usher and show them around, making introductions.

At special events: The Event Chair may modify the above approaches to suit the event.

Between Meetings

Greeters are asked to telephone new members to remind them of the next meeting.

Some hints from the Waterloo Society::

Wear nametags and encourage others to do so.

Make a personal connection. Don't abandon new members at the door; act like an usher, show them around and make introductions. Have fun.

A personal "ask" is the most successful way to recruit a new member to volunteer. Start new members volunteering in a small way – thanking a speaker, setting up a bulletin board, handing out brochures

Remember, it takes three meetings to "hook" someone in to the Society.

