

Guest Greeter

Role Guide Version 2.1

Introduction

The main purpose of the Guest Greeter is to welcome guests to our club and orientate them.

Role Responsibilities

The duties of the Guest Greeter are many. Think back when you first visited SRTM. What sort of concerns and questions did you have? Your main responsibility is to alleviate those concerns and answer those same questions you previously had. You are our club's official greeter for many of the first time guests.

Before the Meeting:

- Read this guide and become familiar with it.
- Bring your CL manual and find a member who is willing to evaluate you as the Guest Greeter. It is project 7 of the CL manual.
- Arrive at the meeting venue early before any guests arrive. While waiting for guests to arrive, you may want to help the Sergeant at Arms prepare the room.
- Make sure you are wearing your name tag.
- You will need to position yourself near the door so that you can welcome people as they walk in.
- Remember to always SMILE.
- Shake the new guest's hand firmly and make them feel welcome as they enter the room.
- Answer any questions the new guest might have about SRTM or about Toastmasters.
- You are not responsible for handling the collection of weekly dues.

During the Meeting:

- Announce that you are working on your CL manual when the VP of Leadership asks you.
- Introduce your role when the Toastmaster asks you.
- Position yourself near the door so you can control the entrance of the late comers arriving to the meeting.
- Point to the "Do Not Disturb" sign that is clearly displayed on the outside of the meeting room door so people will understand why you are controlling access to the room.
- It is advisable to only let late comers enter the room when there is applause or a break in the meeting. Avoid allowing people to enter while there is a presentation in progress.