



## 120.02 Greeter

### General

The greeter is there to make members and guest welcome to our Rotary meeting, and to assist the Registrar and the Meeting Cashier to make sure the everybody is accounted for and that guests and visitors are properly welcomed and recognized.

### Tasks

Start at 11:15.

- Please keep an eye on entering members and assist them with their name badges.
- Direct guests and visiting Rotarians to the registration desk and then to the cash desk.
- Direct members to the Cashiers.
- If you notice a person who has not registered, ask them if they would please register at the front desk.
- Sometime the speaker or a VIP guest will be swept by the desks, in this case find a member of the party or an accompanying club member to provide names and then pass that information to the Registrar and the Meeting Cashier. Check spelling of names carefully.

If a guest arrives without a member's invitation, introduce the guest to a member and ask the member to host the guest for the meeting.

As part of the responsibilities in joining Rotary, acting as a greeter at least once is a requirement. Normally, an existing member will work with a newer member each week to greet and direct members and guests as required.

New members are encouraged to volunteer for additional Greeter shifts as it provides an unparalleled opportunity to get to know the other members of the Club. Contact the Sergeant-at-Arms.

### Terminology

- Visitor – a Rotarian, not a member of the Rotary Club of Victoria, including any member of Rotaract, Interact or Rotary Youth Exchange.
- Guest – any non-Rotarian.