



Greeter Responsibilities

Summary:

Set up the reception table and ensure that the meeting room is ready, welcome members and guests, take attendance, collect Happy Dollars and other funds, confirm the attendance with Lake Forest Club staff and get the completed Attendance Sheet and collected funds to the Rotary Club Bookkeeper.

Lake Forest Club staff (Andrew or Miguel) will:

Unlock the front doors and set up the reception table, speaker's podium, bell, flag, 4-Way-Test banner, and monitor. LFC staff will typically place the name badge and supplies briefcases on the reception table.

Greeter:

- One or two days prior to the meeting, email the Club President, Membership Chair and program host to get the names of expected guests. Create a greeting sheet to be posted at the reception table with the names of the speaker, guests and the names of the members that have the Blessing / Inspiration, Member's Corner and program assignments for that week.
- Arrive by 6:45am.
- Set up the reception table with: the name badge and supplies briefcases, greeting sheet, guest name tag labels, and the Attendance Sheet. If the LFC staff have not placed the briefcases on the reception table, the cases may be under the reception table or in the coatroom.
- Post the greeting sheet in the holder.
- Write out the name tag labels for the speaker(s) and expected guests.
- The Club Bookkeeper will arrange to have delivered to the Greeter, mail, checks for signature, etc. Distribute these to the intended recipients as they arrive. If the recipient is not present, put the items in the supplies briefcase for distribution at the next meeting.
- Get the cordless microphone from the AV box and test it.
- Welcome attendees as they arrive.
 - Hand members their name badges and provide speakers and guests with name tag labels.
 - Connect the speaker(s) with their host member, if the host member is not present, introduce the speaker(s) to the meeting presider.
 - Introduce guests to other members.
 - Answer questions that attendees may have.
 - Record all attendees on the Attendance Sheet, including speakers and guests.
 - Collect fees:
 - Speakers and those attending with the speaker (e.g., an assistant), prospective members who have been approved for Guesting, and guests of members, are not charged for breakfast. A list of prospective members and their payment status is kept in the supplies briefcase.
 - For guests of members, note their name on the Attendance Sheet and the member's name to be billed for the breakfast.
 - Collect the breakfast fee noted on the Attendance Sheet for: visiting Rotarians, Honorary Members and all other visitors. The LFC charges the Rotary Club for each attendee whether or not they eat. For paying guests that do not have cash, there is a handout in the supplies briefcase that should be given to the guest that describes alternative payment options.
 - Record all fees collected on the Attendance Sheet.



- Throughout the meeting monitor the beverage station and advise LFC staff if refills are needed.
- The LFC typically sets up five tables with eight place settings. Late arrivals that cannot find a vacant place setting at those tables can sit in the section of the dining room to the right of the podium. However, if before the program begins, it appears that more than 3 – 4 attendees will not have seats at the tables in the main seating area, advise the LFC to setup another table and assist with setup if necessary.
- Prior to the start of the meeting give the presider a list of guests and their host member, visiting Rotarians, Honorary Members and other visitors so the presider can introduce them.
- Bring the cordless microphone to attendees that do the Blessing / Inspiration, make announcements or share Happy Dollars.
- Collect Happy Dollars and record the amount on the Attendance Sheet.
- Tally the number of attendees and funds received on the Attendance Sheet. Scan the dining room and complete the tallies after the program begins since attendees may arrive well into the meeting. Make notes on the Attendance Sheet to explain funds that are collected for reasons not listed on the Attendance Sheet (e.g., dues).
- Have Andrew or Miguel review the headcount on the Attendance Sheet, make any needed adjustments and once the LFC and Greeter headcounts agree, have either of them initial the Attendance Sheet. Take a photo of the completed and LFC initialed Attendance Sheet and email it to the Club President, Club Treasurer and Club Bookkeeper. A list of email addresses is kept in the supplies briefcase.
- Get an envelope from the supplies briefcase and write the date and amount of money collected on the envelope and place the Attendance Sheet and money in the envelope and give it to John Looby, if he is at the meeting, or to the Club Treasurer to give to the Club Bookkeeper. If neither are present, put the envelope in the supplies briefcase to be handed off at the next meeting.
- A convenient time to eat breakfast is after the above steps are completed.

Greeter – As necessary:

- Offer new members the opportunity to work with the Greeter for two to four meetings to facilitate new and existing members becoming acquainted.
- Update the Attendance Sheet as membership or other changes occur. Circulate the draft of the update to the Club: President, Treasurer, Membership Chair and Bookkeeper for approval before it is finalized. Send the final copy to the Club Bookkeeper.
- Assure that the supplies briefcase has adequate quantities of Attendance Sheets, envelopes, name-tag labels, etc.
- Maintain the name badge briefcase to assure that badges are more or less alphabetical, that badges of ex-members are removed and work with the Club Membership Chair to assure that new members receive badges.
- When the meeting is conducted offsite:
 - Assure that the name badge and supplies briefcases get to the meeting location and are returned to the LFC coatroom.
 - Coordinate with the presider to assure that items that may be needed to conduct the meeting such as the flag, 4-Way-Test banner, podium and bell get to the meeting location and are returned to the LFC.
 - Assist with meeting set-up and tear down.