

Rotary Club of Livermore

Revision Number: _____

Revision Date: _____

Date of Policy Creation and Board Approval: 19 March 2019

33. Greeter Procedure

The purpose of the Greeters is to make members and guests welcome. to Club meetings.

There shall be two Greeters at each regular club meeting. A roster shall be kept by the Red Badge Membership Committee Chair to show which two members are assigned to the position for each meeting. The Greeter roster shall include all Red Badgers as well as other members of the Club. The Greeter's responsibilities include:

1. Finding a substitute from the Greeter Roster if unable to attend his/her assigned meeting.
2. Arriving at the meeting no later than 11:30.
3. Standing at the entrance to the meeting room to welcome all members and guests. There must always be at least one Greeter at the door. **Everyone entering the meeting shall be greeted.**
 - a) The Greeters shall assist all members and guests in signing in to the meeting.
 - b) Guests and their hosts must sign the Guest/Visiting Rotarian Register. This includes the Speaker and anyone accompanying the speaker. Check to make sure the names are legible. **This is very important.**
 - c) Visiting Rotarians must also sign the Register. Check to make sure the names are legible. **This is very important.**
4. If a Greeter notices a non-member standing around looking for someone, the Greeter shall approach the person, find out for whom they are waiting and help them find the member, or get them a host if they don't have one.
5. At 12:20 give the visitor register to the Club President to make it certain that all guests will be introduced.
6. Unless there is still an entrance line, the Greeters may leave their post at 12:20.