

# **GFWC Rotonda West Woman's Club**

## **RECEPTION DESK**

### **JOB DESCRIPTION**

At the beginning of the year the 2<sup>nd</sup> VP will provide an Excel Membership List with all members names and a check list for each month's general meeting attendance.

Record month attendance at the general meetings on the check list.

Have a Guest Sign-in sheet and a Chatter Newsletter sign-out sheet each month.

Keep a current Roster available in case someone questions their email address.

Add new members to the attendance sheet.

Give new members a New Member Ribbon.

Coordinate with the 2<sup>nd</sup> VP to provide the New Member with a seat or find the member they want to sit with.

Have guests sign in, give them a Name Tag and a copy of the Chatter.

Assist members with special requests, such as handing out something to everyone or to a certain person, or give information to someone who will be coming in.

At Meeting Time:

- Count the number of members signed in

- Count the number of guests attending

- Give the numbers for each as well as the Guest sign-in sheet to the 2<sup>nd</sup> VP, along with any remaining Chatters.

For Year-End Reporting, keep track of who works at the Reception Table and how many hours each month. The 2<sup>nd</sup> VP will need a copy of the completed Year-End Attendance Sheet.