

Welcome Committee

1) General duties for all standing committees:

See "General Duties for All Standing Committees" document.

2) Welcome Committee job description:

- a) The chair of the Welcome Committee will be selected by the **October** meeting for the following year.
- b) Have sign-in sheets and pens available to be used at each meeting. Sign in list to be received by email from the membership committee prior to each month's meeting.
- c) Assist members and guests with signing in at meetings.
- d) Provide new members and guests with paper nametags.
- e) Fine members who are not wearing cloth nametag 25 cents.
- f) Make door prizes available using fine money and committee budgeted money.
- g) Draw door-prize winner at each meeting; name drawn must be wearing a nametag. Announce name at meeting so recording secretary may document it.
- h) Submit an article to the newsletter chairman with the name of the door-prize winner & number of members in attendance at meeting for inclusion in the next month's newsletter.
- i) Total the number of members and guests attending and give these totals to the president and recording secretary so a quorum can be decided.
- j) Assist new members and guests to familiarize them with the different committee stations at the meeting with the information stick prepared for this purpose and answer/refer any questions they may have.

Reviewed/Revised: November 2016