

Welcome, Greeter

Summary:

The Greeter's role is to **welcome** everyone to the club meeting, particularly visitors and people who are new to Toastmasters. Making everyone feel welcome at our club is important, as this may be the start of their Toastmasters journey.

Prior to the Meeting:

(1) **Confirm** to the Chairperson that you have accepted the role and will be in attendance.

(2) To help the chairperson, you are tasked with **confirming the attendance of all four prepared speech evaluators** (see: meeting agenda or roster). When you contact the evaluators, inform them to **connect with the speakers they will be evaluating**.

Communication will ensure that both parties are present at the meetings, and that evaluators get the speech information they need from the speaker to give an informed evaluation.

At The Meeting:

On Arrival...

Aim to arrive around **6:40 pm**. You must set up a table by the front door of the meeting hall with the guestbook, Toastmasters magazines (if any), badge labels, club business cards and pens/writing utensils (if any). These can all be found in the club's black box. **If you cannot arrive early, be sure to delegate the task of greeting for you to someone until you arrive.**

When a Guest Arrives...

- ❖ Offer them a Guest's **name badge** (label).
- ❖ Ask them to **sign the guestbook**, explaining that their email address and phone contact information will be added to the guestlist so that they can receive notices of future meetings.
- ❖ Explain what is going to happen during the meeting and ensure that they have an agenda (motion that one is present at a seat of their choice). In particular, mention:
 - **No one has to speak if they do not want to**, but at the beginning of the meeting everyone will be invited to stand up and introduce themselves.
 - At the end of the meeting, they will have the opportunity to stand up and provide feedback on the meeting. **If they do not want to do this, notify the Toastmaster.**
 - Explain that everyone is asked to **evaluate** prepared speech givers.
 - **Introduce the guest** to the Toastmaster or to another member of the club, so that the conversation may continue as you return to welcome other guests.

When the Meeting Begins...

Guests may arrive after the meeting has begun at 7:00 PM. Stay seated at the greeter's table until the first speaker is welcomed onstage to give their speech (~7:10 PM). At that point, make sure the door to the meeting hall is closed, and quietly join the group.

At the Break/At the End of the Meeting...

Check in with the guest and ask if they have any thoughts about the meeting. If the guest decides they want to join, ask the Vice President of Membership to attend to the guest and send them a digital membership form. **Make sure to clean up the welcome table**, returning everything to the box where it was found for the next greeter.