

WWN Policies and Procedures Manual

Section 16

Greeters & Hosts

August 18, 2026 Rev 2

Duties, Policies and Procedures Pertaining To: Greeters & Hosts

There shall be no less than three WWN members present at the general meeting to act as Greeters/Hosts. If you are not able to attend the upcoming general meeting, let your fellow committee members know so backup members can be present to fulfill duties of tour guide/name tag assignment.

A. Policies/Duties

1. There shall be a Greeter's Committee responsible for greeting guests and members as they present themselves at the Greeters table. One member shall record attending members, another member shall collect fees and the final member shall show new members and visitors around the facility explaining what is available for members, and also to provide name tags for members that forgot their badges. Assignments shall be rotated each general meeting.
2. Arrive by 9:15 a.m. on the day of the general meeting to set up.
3. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before leaving office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement, including the thumb drive.

B. Procedures – the three assignments are as follows and are to be rotating positions.

1. Attendance Assignment
 - a. Obtain an updated roster from the treasurer or use one of the stored previous rosters.
 - b. Check in members on roster, record names of members not on roster for treasurer to update and record new members, guests and visitor's names.
 - c. At the end of the general meeting, give the completed roster to the Dues Collector to attach to the petty cash income report.
2. Attendance Fee Collection Assignment
 - a. Retrieve the cash bag and get set up to greet members and guests.
 - b. Collect the general meeting fee from each member. The first visit to a general meeting is free for visitors and guests.
 - c. Prior to the end of the general meeting, two (2) members verify that the cash bag contains \$100 in petty cash and both sign the petty cash/roster report. The cash bag shall be locked and secured in a designated locked cabinet at the end of the general meeting.
 - d. Reconcile collected money with the attendance roster and fill out the petty cash income report. Place money in an envelope and give to the Treasurer with the filled-out petty cash income report and attendance roster attached.
 - e. Return locked cash bag to designated locked cabinet.

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3. Host/Tour Guide/Name Tag Assignment
 - a. Obtain pen and blank name tags from supplies
 - b. Greet members and visitors. Ensure all are wearing name tags, if not, request name and write it on tag and provide to person.
 - c. Introduce new members/visitors to membership, activity signup sheets, refreshments, giveaway table and seat them at the new member/visitor table.

NOTE: For clarification:

Guest is a prospective member accompanying a member to a general meeting.

Visitor is prospective member who came to WWN by himself/herself.

Visitor is someone new to the area who heard about WWN and attends.

NOTE: The WWN BOD must approve any changes to this Document. To change the Document, submit your proposed written change(s) to the President who will review the changes and forward them to the Policy and Procedure Chairperson, who will then submit the revised document(s) to the BOD for approval.