

## ROTARY CLUB OKANAGAN MISSION

### BASIC GUIDELINES FOR THE OFFICIAL GREETER

- The Greeter should try to arrive at the meeting location between 5:15 PM and 5:30 PM
- The Greeter will warmly welcome Club Members and in the case of newer Members try to ascertain if they have any concerns or questions concerning Rotary or our Club

### VISITING ROTARIANS

- The Greeter should quickly brief the visiting Rotarian regarding our meeting protocols ie: Rotary Moment, ordering and payment of meals, 50/50 Draw etc, and ascertain if there is to be an exchange of Club Banners
- The visiting Rotarian should be introduced to the Club President as soon as possible and then introduced to other Club Members who will be requested by the Greeter to ensure that the visitor(s) have the opportunity to meet as many Club Members as possible enabling the Greeter to return to his post.
- The visiting Rotarian should be asked to sign the Guest Book
- The visiting Rotarian should be advised that he will be given the opportunity to formally introduce himself to the Club after the meeting is called to order and give a brief overview of his/her Club. (This will provide the opportunity to exchange Club Banners)

## GUESTS/GUEST SPEAKERS

- The Greeter should brief the guest regarding our Club protocols such as Anthem, Rotary Moment, Ordering and Payment of Meal, Sheriff, Happy/Sad Dollars, 50/50 Draw, seating etc
- The guest should be invited to sign the Guest Book
- The guest should be introduced to the Club President as soon as possible followed by introductions to other Club Members who will be asked by the Greeter to ensure that the guest(s) have an opportunity to meet as many Club Members as possible allowing the Greeter to return to his post.
- If the guest has a Club Member as a "host" then the host would assume the responsibilities noted above
- After the meeting is called to order the guest will be formally introduced by either the Greeter or Hosting Club Member

Please note that these are just some basic guidelines that have been developed to address some of the concerns that were raised in the Survey/Questionnaire Preparing Our Club To Grow.

The role of the Greeter is to ensure that Club Members, Guests, and Visitors are given the opportunity to enjoy their Rotary experience by being active and welcome participants in our meetings.