

## Chamber Connection Greeters Job Description

**Purpose:** The purpose of the Chamber Connection is to provide a valuable and fun networking opportunity for all members of the St. Cloud Area Chamber of Commerce; to introduce non-members to one of the benefits/programs of the Chamber; and to recruit new members to the Chamber.

### Primary Tasks:

1. Responsible for the Chamber Connection materials box, including bringing it to each meeting, setting materials out, throwing away out-dated materials, and keeping the box between meetings. The box should contain only official Chamber materials, including name badges, tablecloth, sign stands, Chamber of Commerce program literature, extra membership lists, Chamber Connection schedules, etc. Greeters should keep and put out Chamber of Commerce program literature on the teal table until it is out of date.
2. Arrive between 6:30 and 6:45 a.m. each Friday for set up.
3. Welcome attendees and punch nametags as needed; collect \$1 at the door;
4. Maintain list of new attendees who need temporary nametags and those who need permanent nametags and communicate this information to the Chamber staff in a timely and legible fashion.
5. Hand out guidelines sheet to first timers. Keep copies on hand and on the teal table weekly. Request extra copies from Ginny Kroll at the Chamber office.
6. Count the number of people at the meeting and note it on the new member attendance list that is sent to the Chamber. Communicate this number to the Chamber Connection vice chair.
7. Responsible for picking up the Chamber Connection bag from the Chamber by Thursday each week.
8. Responsible for all money collected at the meeting and ensuring that it reaches the Chamber office shortly after the meeting (either by giving it to the Chamber staff representative at the end of the meeting or delivering it to the Chamber office following the meeting.)
9. At the end of the introductions explain the purpose of the teal table, red dot and welcome all first timers.
10. As members of the Location Committee, Greeters are expected to attend monthly Location Committee meetings and participate fully.
11. Each month recruit two volunteers (for a total of four greeters each month, two permanent and two temporary) to help at the greeters' table. Maintain sign up sheet for the temporary greeters, announce availability, recruit participants, remind those who volunteer, and keep the chair and vice chair informed of who the temporary greeters are.
12. Assign Top Hatters to activities/responsibilities as needed
13. Inform/remind guests who are not Chamber members that they cannot make announcements, put literature on the teal table, or win door prizes until they have joined the Chamber. Attendees must be 18 or older to win a door prize.

### Skills & Characteristics:

- Out-going, interested in meeting new people
- Friendly
- Organized
- Able to lift a box (not more than 50 pounds) filled with papers and carry from car to meeting area.

### Benefits of Position:

- Opportunity to meet a wide variety of new people
- Visible position as the first point of contact at all Chamber Connection meetings
- Sales contacts
- Experience speaking in front of a large group

### Recruited and Assisted By:

Apply through the written application process. Voted on by Location Committee. Recruit in August and September to begin work in October; and in January and February to begin in April.

The permanent greeters are also responsible for recruiting two monthly assistants, making the selections at their own discretion. These people are intended to learn the role of greeter, help at the table, fill-in when a permanent greeter may not be available and possibly serve as a permanent greeter in the future.

### Length of Term:

One year, October through September, or April through March; may reapply for one additional one-year term

### Approximate Time per Week or Month:

Weekly Chamber Connection meetings; Monthly Location Committee meetings  
Occasionally, extra meetings around gavel change and birthday party meetings  
Annual Orientation Session