

## BANGALOW GARDEN CLUB

<b>WELCOME TEAM ROLE DESCRIPTION</b>	<b>Effective Date: February , 2023</b>
<b>Written by: Lizzy Tom</b>	<b>Version 1</b> Date: February , 2023
<p>Welcoming, or 'meeting and greeting' new members at their first meeting and remaining in touch with them as they settle into the events of their first year is an important role and reflects our club's commitment to including all who join us.</p> <p>Warmly welcoming existing members on a regular basis is a natural extension of this role.</p> <p><b>The Welcome Team</b></p> <ul style="list-style-type: none"><li>• Introduce themselves to new members as they arrive or receive their temporary nametags from our membership officer.</li><li>• Hand new members the Bangalow Garden Club 'Welcome' letter.</li><li>• Explain the significance of their 'green dot' tag (to identify them to existing members).</li><li>• Explain how to sign in.</li><li>• Explain the purpose of the Lucky Seat card:<ul style="list-style-type: none"><li>- participation in the lucky seat competition, the winning prize being first choice of any auction plant and</li><li>- the means by which members are identified during our monthly auction).</li></ul></li><li>• Provide an overview of the meeting before it begins.</li><li>• Offer to sit with or nearby them in their first meeting.</li><li>• Introduce new members to existing members.</li><li>• Circulate during afternoon tea looking out for new members and ensuring no new member feels 'isolated'.</li><li>• Oversee the sign-in and badge allocation process for existing members.</li></ul> <p>The Welcome Team is joined by our committee and all club members in welcoming those new to our club.</p>	