

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	Greeter
Revision Date	September, 2006

Position: Volunteer/Appointed
Term: At the will of the Board

Overview: The greeter chairman welcomes members and visitors to guild meetings.

Job Functions:

- Greets members at monthly General Meetings
- Distributes handouts as needed
- Provides member name badges with holders at monthly meetings
- Compiles list of monthly visitors
- Maintains record of member attendance
- Maintains a list of procedures for the above

Requirements:

- Attends monthly General Meetings

Skills/abilities needed:

- Computer skills desired but not necessary

Approved by the TAG Executive Board on November 16, 2006