

Greeting Visitors at Meetings

The Greeting Coordinator sets up the Guest Table in the hall by the front door which contains the GSSWI Guest Sign-in Sheet, Blank nametags, pens, visitor information handouts, the list of members from each part of the Island, and the list of locations being researched with names of members doing research there – the two lists can be used to pair each guest with a member for the meeting:

The Greeting Coordinator signs up two greeters per month (four for Sept.) to host visitors and new-members for the meeting. Greeters have several responsibilities:

- Wear “Greeter” nametags and stand close to the entrance door and Guest Table 20-30 minutes before the meeting to greet people as they arrive.
- Determine if guests are only visiting or want to become new-members. If they want to be new members, direct them to the Membership table
- Take visitors to the Guest Table and have them fill out nametags and the GSSWI Guest Sign-in Sheet.
- Give visitors the visitor information sheet.
- Introduce guests to someone who will sit with them, introduce them at the end of the meeting, and accompany them to the social period. Offer to do this yourself, find someone in the Location database who is researching the same area, or find someone on the list who lives close to them on the Island. If you can't find someone this way, four people have volunteered to be on hand to chat with visitors: Georgene Jacobs, Barbara Howes, Maureen MacDonald, and Laura Roetcisoender.
- Ask the person accompanying the guest to be ready to introduce them at the end of the meeting and to accompany them throughout the meeting and social period.

The Greeting Coordinator notifies the President in writing if any visitors are to be introduced at the end of the meeting.