

## JOB DESCRIPTION

### WELCOME TEAM LEADER

#### The Role

The role of the Welcome Team Leader is to form and lead a small team of U3A members who will help to create a welcome for members, especially new members, at U3A events.

#### By

- Recruiting a team of members willing to take turns to act as Welcomers, generally in pairs.
- Being the point of contact for the team, and keeping a rota so that team members know when they are expected to act as Welcomers.
- Asking team members to welcome people at the door, and help them to move into the venue so as to avoid a 'huddle' at the entrance.
- Ask team members to help people to find seats, introducing them to U3A members as appropriate.
- Having a 'Welcome to New Members' table from time to time after monthly Members Meetings.