

Newcomers Club Job Descriptions

Welcoming Chair

- After initial general email goes out to new members, send a personal welcome email including phone number for questions.
- Greet new members at the front on day of event. Give name badge, and if they do not know anyone, sit with them or seat them with another board member.
- Have them introduce themselves at event, where do they live in HHP, where they moved from, and an interesting fact they may want to share.
- Follow up after event to get their comments on the event, answer any questions they still may have regarding clubs , interests etc.
- Share any comments during the next board meeting.

REV 1/25