

7. Guest Secretary

Objectives

Introduce and make welcome new participants to the meetings.

Obtain confidence at approaching people you do not know.

Allow the guest secretary a chance to speak to the group and gain confidence at speaking.

Responsibilities

Make new participants - those who are at the meeting for the first (or even a second time) - feel welcome. You will collect information about them and have them fill out the "guest form", sample given in the appendix. Look after them before, during, and after the meeting. Have other people help you when the new numbers are too large for one person for manage (more than 3 new people).

At the Meeting

Have a pen, guest forms, and clipboard ready. Be at the meeting at least 5 to 10 minutes before the start. When you see people who are there for the first time go up to them; introduce yourself and ask their name. Ask them to please fill out the guest information form. Tell them they can ask you any questions and give them a copy of the meeting agenda. Do this to each guest, even if they are related to each other. Also do this for adults who sit in the meeting; introduce them as well.

When they have completed the guest form collect them. When the Chair asks you to introduce any guests, stand up and introduce them.

Example:

It is a pleasure to introduce _____ (name) who is here at the meeting for the ____ (1st/2nd) time. Ask the guest to stand up. _____ (name) goes to _____ (school/work) is _____ years old. His/Her hobbies are _____. He/She learned about the meeting _____."

Then go to your next guest.

"It is also a pleasure to introduce....."

"I would like everyone to welcome....."

"We are lucky to have with us"

etc.

Be full of energy and talk as much as you can to the new participants before the meeting, during the break, and afterwards. Ask them if they have any questions, ask if they are enjoying themselves, what part of the meeting did they like best, what did they not like etc.