



SIM I TOASTMASTERS CLUB

REGISTRATION/FELLOWSHIP

Roles

You help to welcome guests and members, take attendance, collect fees and invite participants to the refreshment area.

Duties

Prior to the meeting

- (1) Set up the registration table outside the meeting room by 6:45pm. At the registration table, display name tags, attendance list, guest book, SIM Toastmasters brochures and forms.
- (2) Greet members and guests at the reception area. Invite members to sign the Attendance List and guests to sign the Guest Book.
- (3) Make sure the details in the Guest Book are complete and written clearly, particularly the companies' name and contact numbers.
- (4) Provide guests with name tags.
- (5) Collect guest fee of ***S\$20/-** from guests and (SIM staff and visiting Toastmasters with appointments no need to pay guest fee). Any clarifications refer to EXCO members.



Registration/Fellowship

- (6) Issue a \$5 discount coupon (valid for 30 days or 2 chapter meetings whichever is later) to new guests for their use at next visit. The coupon must be signed by President, VPE, VPM or Treasurer.
- (7) Introduce guests to a member to break the ice.
- (8) Ensure members and guests feel comfortable and welcome.

*(Note: *Guest who produces an original S\$5 discount coupon only needs to pay \$15/-)*

At the meeting

- (1) Record the names of Table Topics participants; Best Table Topics speaker; Best Prepared Speech speaker; Best Evaluator in attendance sheet and pass to Secretary after meeting.
- (2) Keep an accurate record on the guest fees and funds collected from members who paid for fillers used.

At the end of the meeting

Submit all records and monies collected to the Secretary, Treasurer or TME.

Useful Tips

- (a) Be friendly and maintain a warm smile at all times
- (b) Greet members by their names