

RECEPTIONIST

Role Guide Version 1.0

Responsibilities

Receptionist is only open to members since it is tied to our club budget. The receptionist will ask the members and the guests to pay the room fee during the break. When you receive the room fee, please mark it down on the payment sheet. After the meeting, go to the counter and pay the room fee. If there are changes, wire them to the treasurer's account.

Materials

Payment sheet, a pen

Procedure

- 1) Ask the members and guests to pay the room fee during the break.
Remind them to write their names on the receipt if paying in credit card.
- 2) When you receive the room fee, mark them on the payment sheet.
- 3) After the meeting, pay the room fee at the counter.
- 4) If there are changes, wire them to the treasurer's account.

Script

Good evening Toastmasters and welcomed guests, my name is and I am tonight's receptionist. I will ask you to pay the room fee, _____won, during the break. You can pay in cash or in credit card. If you pay in credit card, please write your name on the receipt and bring it to me.

Now I give my control back to the Toastmaster.