

Attendance & Reception Committee

Composition: 5 - 8 members

Meets monthly

INTRODUCTION

For committee chairperson

As the committee's leader you have a dual responsibility:

To the club...your responsibility is to plan and execute a year's program of operation for your committee's function.

To the committee member..your responsibility is to include him or her in the planning and execution of the committee's function.

Keep in mind:

- All members are volunteers.
- Volunteers will willingly do that which they like and want to do, if they have participated in the planning.
- Members serve on a committee of their choice.
- A club is run by its committees.

If as chairperson you come to the meeting with YOUR program set, the planning done, and ready to tell everyone what they are to do, you WILL have problems. People don't like others doing their thinking for them.

If instead, you come to the meeting with a few ideas and ask for their comments and suggestions, the committee members will lock into a common effort they have helped plan.

Setting up your meetings

- Call the meeting at a time and place convenient for the members with advance notice. Notify the president.
- Call and remind the members the day before the meeting.
- Have an agenda with supporting materials.
- Lead the discussion; ask questions; listen; encourage participation from everyone.
- Summarize the discussion.
- At the end of the meeting prepare a *Report of Committee Chairman Form 1144* and give it to the secretary and president at the next club board meeting. Be sure to include hours expended since the last report. This will help your president be more accurate when the charitable giving form needs to be completed.

- Continue to meet regularly.

First meeting's agenda

Your first meeting will set the tone for the rest of the year. At this time:

- Review what the committee is about.
- Committee members review the past year's functions and make a restatement of its responsibilities. You'll need to put this on your *Committee Information Sheet*.
- The committee makes plans and sets dates for the year.
- Decide when and how often the committee needs to meet.
- The committee considers its budget needs and has this ready for the first board meeting.
- Prepare a *Report of Committee Chairman Form 1144*, and give it to the secretary and president at the next board meeting.

Committee members' participation

The habit of attending and participating in committee meetings needs to be encouraged by the committee chairperson. Regular participation in committee meetings will keep the member active in other club functions. Non-attendance at committee meetings may cause loss of interest in other club functions and the member may drop out. National reports show that 90% of dropped members were in a club less than three years, with the peak occurring at eighteen months. Many of these members were never assigned to or attended committees; they never felt a part of the club. You are vital in keeping members active and interested. Call them; bring them to the meeting; let them know they and their input are important.

Sometimes a committee member doesn't follow up on a task that the individual accepted. Remind the member in a kind, diplomatic way that when a job is not done, all in the chapter are affected. The committee is only as effective as its members.

Committees are the backbone of your club. A successful committee year, due to your efforts, can insure a successful club year.

ATTENDANCE & RECEPTION

Purpose

The primary responsibility of the Attendance and Reception Committee is to:

- Get the members to the meetings
- Make the members feel welcome when they arrive.

Attendance activities

It has been well said that, "Attendance is the price of membership." More of an AMBUCS time will be spent at club meetings than any other place. The time spent here must be enjoyable as well as rewarding.

Attendance is a habit. It takes some members longer to form the habit than others. This committee helps.

When an AMBUC misses several meetings in a row, there is a reason. Already the habit is broken. The reason must be uncovered and the habit re-established.

The Attendance Committee is a promotion committee. It helps the members to do what they know they should because they are going to enjoy it. Finding new ways to get the members to meetings is a challenge. No one ever sold anyone anything by accusing them. People are sold because they've found a good reason to want to attend.

Goals

1. To hear the members say "I hate to miss a meeting."
2. Ten to fifteen percent increase, if percentage is less than 50% attendance. Increased attendance comes from a desire to get all of the regular members coming at least 50% of the time. When the "Sometimes" attenders attend up to 50% of the time, then 100% of the regulars will keep the average attendance at 75%.

The Attendance Committee is made for people who like a challenge, who have ideas, who are imaginative, who like to help people laugh and keep them wondering what's coming next. If the Attendance and Reception Committee members will approach the job with this attitude, everyone will have fun.

Remember that every member joined for a reason. If the reason is not satisfied, he or she drops out. The Attendance and Reception Committee will be the first to learn of a member's disinterest, and will try to find the right AMBUC to bring the AMBUC back.

Tools needed

1. *Semi-annual Attendance Record Form 1805.* Order from the AMBUC Resource Center (910) 869-2166 or fax (910) 867-8451.
2. Desire to win a Blue Chip award.

How to encourage attendance

1. Team competition.
2. Award a spouse's door prize to the AMBUC present. If not present, call spouse and offer condolences for not winning prize. Publish their name in the bulletin.
3. Buddy System. Regular members bring sometime attenders. Door prize won only if delinquent buddy present.
4. Weekly jack pot drawing where every AMBUC puts in a designated amount. Half goes to convention fund and half to winner, if present; otherwise, the money is carried over. Publish the AMBUC'S name in the bulletin.
5. Charts.
 - a. Gold star per meeting per member.
 - b. Bar chart by month, showing start in July and monthly progress through the club year. Feedback like this works well.
6. Personal Recognition.
 - a. Publish names of perfect attenders in club bulletin, monthly or quarterly.
 - b. Present Perfect Attendance Certificates and year tabs for lapel pins at yearly installation party.
 - c. Push make-up meetings to maintain perfect attendance. See club by-laws for rules.
7. Call each member who has missed two consecutive meetings.

Calling procedure: Give the committee member the name and number of the club member who did not attend the meetings. The committee member then calls and states they were missed, and ask diplomatically why they were unable to make the meetings. Invite them to next meeting.

If you call again and the individual still doesn't come to a meeting, ask another committee member to contact the individual to find out why he isn't attending and have that committee member invite him to a meeting.

Members of the Attendance and Reception Committee must be salespeople. Work out a prize for each six months for the member who can activate more "sometimers" and keep them coming 50% of the time. Publish their name in the club bulletin.

Reception activities

The Reception Committee's job is to make all members and guests welcome and be friendly to and interested in all club members.

1. Form a reception line to greet the members and guests as they arrive. This need not be a formal line, but greeters should know who they are and be at the door.
2. See that everyone knows everyone else by keeping the AMBUCS mixing. (This can be done with the Mystery Handshaker. The president designates the Mystery Handshaker who decides on a number (i.e. 8). The individual who is the eighth person to shake his hand wins the pot.)
3. See that the same members do not always sit together by assigning chairs, handing out numbers for numbered tables, etc. Sergeant-at-Arms picks up numbers and fines those not seated at correct tables.
4. Assign a member of the Reception Committee to host each individual table to be sure each guest and member is welcomed.
5. Give an inexpensive door prize to the member who can name all the AMBUCS and their businesses seated at his table.

