

Greeter Coordinator Duties and Quarterly Report

Purpose

The job of Greeter Coordinator is to insure that all newcomers, new to AA or our group, are personally welcomed by a Loyola member, and given a packet of AA and group literature, as they first come to the Loyola Men's Group.

Overview

The Greeter Coordinator (GC) is responsible for contacting Loyola members on a weekly basis to be Greeters. The GC service assignment runs on a seasonal, 3-month basis.

During my period of service, 101 Loyola men were signed up to be greeters. On average, I had 4 to 6 men serving as greeters in a given week. I estimate that a total of 75 men served as greeters during the winter quarter. In a given week, one of the greeters listened to the audiotape about greeting the newcomer. 14 men could not be greeters in the week of their assignment, but were successfully rescheduled to a later date. 10 men were unable to serve at all during this quarter. The remainder of the men signed up did not serve because they were unreachable due to bad phone numbers and/or email addresses.

I estimate that I prepared about 250 Newcomer Packets during the winter season. Newcomer packets (contents described below) are bundled in sets of four, with each greeter given one set per evening. About half of these packets were handed out either to newcomers to AA, to the Portland area, or to the Loyola Group. Some of the remaining packets were disassembled, with certain materials, most often the Portland Area meeting schedule, taken by Loyola members. The remaining materials were used to rebuild additional packets. Approximately \$50.00 was spent on buying packet materials from the Intergroup Office and making copies.

At this time, the beginning of the spring season, 106 Loyola men are signed up to serve as greeters. This means that in a typical week 9 men are scheduled to serve as greeters on Monday evening. Tod T. is the spring season GC. He and Bob B. have copies of the weekly greeter assignments, and a copy of the assignment sheet is also posted prominently in the wooden Loyola supply box, which is kept in the back of the auditorium, just to the right as you enter the room.

Part 1. Contacting each week's greeters

- Contact all men approximately one week prior to the Monday night they will serve as greeters.
- Contact is usually accomplished in one (or more) of three ways: 1.talking to them in person at the meeting one week prior to there service commitment; 2.sending an email to those men who are connected to the internet; and 3.telephoning those members who have not otherwise been contacted.
- Follow-up calls are appropriate when you haven't heard back from individuals after sending an email or leaving a voicemail message. Depending on your comfort level with each week's greeters, you may want to email or telephone with a reminder on the weekend before their Monday evening service commitment.
- Keep track of which men agree to serve on the date they are signed up, which cannot serve on that date but will do it at another time (try to get set a date for them to serve), and which men you were unable to contact at all.
- As a general rule of thumb, the GC should give all the men signed up to be greeters the opportunity to serve. That means attempting to reach all the men on each week's assignment roster. There should be a minimum of four greeters at the meeting in any given week . . . however, it's okay to have as many greeters as there are signed up for a given week.

Part 2. Preparing the Newcomer Packets

The Newcomer is made up of six items, as follows

1. The current PORTLAND AREA INTERGROUP A.A. Meeting Directory.
2. The brochure entitled "For Beginners."
3. The brochure entitled "Who..Me?"
4. A Loyola Men's Group volunteer sign-up sheet (to be a greeter, to be included in a phone tree, to be added to the Group phone list, etc.).
5. The article entitled "One Group's attempt to Manage Itself."
6. A copy of the phone list of Loyola members, which excludes our last names.

Items 1, 2, and 3 are acquired at the Intergroup Office. Loyola has an account at Intergroup, and these materials may be charged (keep a copy of the invoice and give it to the Loyola treasurer). The remaining items are Loyola produced pieces, and are provided to the GC at the beginning of his service. From time to time the GC will need to make copies of these pieces to replenish his supply.

Typically, the packets are bundled in sets of four. At least eight sets of packets should be prepared and available each week. Each greeter is provided one set of packets the evening of their service.

The GC is provided with a large black carrying bag that contains all the materials necessary to perform his duties. Essentially, the bag holds all the packet materials, copies of the audiotape, and other supplies.

Part 3. Suggestions for Greeting the Newcomer

The following is a list of miscellaneous things the GC should remember are part of his responsibilities. I have attempted to place them in order of importance.

- Make sure you, and your greeters, are there by 7:20 on the evening of the meeting.
- Greeters should extend their hand to anyone they do not recognize. In the worst case, you meet a Loyola "oldtimer" you didn't know before, and in the best case you meet a newcomer.
- Greeters should spend a few minutes getting to know each newcomer. It's ok to suggest an exchange of phone numbers, an offer to call and check on the newcomer during the week.
- Greeters are asked to stand during the meeting's break for the 7th Tradition. The purpose of this is so any newcomers who didn't get greeted beforehand will know who the greeters are, and therefore who to talk to afterwards.
- Greeters are asked to stay after the meeting so that interested newcomers can talk to them.
- Make the Newcomer feel welcome!
- Make sure that the front doors are kept shut, to keep the smoke outside, and to keep the temperature constant inside.