

ROLE of SIGNING IN DESK ORGANISER

Role summary

- Prepare signing in sheets from latest data in Beacon a few days before the Monthly Meeting.
- Set up signing in tables at Monthly Meeting by 9:30 am.
- Sit at the signing in desk to welcome members.
- Collect signing in sheets just before meeting starts and retain for emergencies on the day
- Retain signing in sheets for 1 year for insurance purposes.
- Report number of attendees to the committee following the meeting.
- Organise a replacement, if unable to attend a Monthly Meeting and inform the Chair and Secretary who will be the deputy.

Document History

Prepared / Updated	Date of Update	Signature	Circulated
Laura Blake	March 2025		