

KCYM JOB DESCRIPTION

Ushers and Doorkeepers Chairman Job Description

2025-2026

Job Description: She shall be doorkeeper and preserve order during all meetings.

List of Duties:

1. **AUTOMATIC: Chairman:** a) Ushers and Doorkeepers
2. **AUTOMATIC COMMITTEES: Member of:** a) Programs
3. **YOUR DIRECTOR IS:** Director of Programs
4. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meeting and all Business Meetings.
5. She shall have charge of the attendance sheets for all scheduled programs (whether these are held on Mondays or other times) and Business Meetings, and she shall report hours each month to the Service Hours Chairman. Service Hours Chairman will supply the disc with current list of membership; copies are made for each Business Meeting and program. She shall assign a committee member to monitor the sign-in sheet podium at each meeting.
6. She shall keep a tally of the total number of members and guests at each meeting. She shall also provide this information to the Director of Programs to be reported at Board and Business Meetings.
7. She shall be responsible for all members' name tags with appropriate ribbons and guests' name tags. Ribbon colors: yellow for President and Past Presidents, red for Admissions Committee members, blue for New Members. Name tags are on boards kept behind door in the coatroom.
8. She shall be responsible for placing a greeter at the Guest Book and assuring that this book is available for signing at all programs. An additional sign-in sheet may be needed listing KCYM member host and guest's names. This would be passed on to the Admissions Chairman for reference on prospective new members.
9. **She shall raise and lower the American and KCYM flags before/ after each meeting.**
10. She shall have charge of the opening chimes during programs. After she chimes the meeting start, she should close the doors between the dining room and the assembly room.
11. She shall be responsible for answering the door during all meetings.
12. She shall light the Assembly Room fireplace when needed.

KCYM Timeline

Ushers and Doorkeepers Chairman

2025-2026

April:

- Meet with your predecessor to learn about your job. Go through the duties and responsibilities. Templates and updated files should be transitioned over to allow New Chair to ask questions.

May:

- Train with former Chairman during Installation Day Tea to get a run through of the duties and responsibilities.
- Committee Chairmen confirm list of committee members and prepare motion to approve committee members. List names in alphabetical order.
- Attend Joint Board Meeting.

June:

- Once you receive dates of programs and business meetings contact all committee members with a sign-up sheet for commitment dates. Each member should sign up 1–2 times for the year. Have one committee member at regular meetings and ~~three at the~~ large meetings. (It is too crowded to have that many people in that area)
- Follow up email might be required due to vacations during the summer.

July:

August:

- Some name tags might need to be redone. Update name tags to reflect correct color of bows once you have received the updated membership roster in the yearbook.
- Email list of activities for the year with the committee members assigned dates and a description of their duties during a meeting or program. Email contact list to all committee members as well.
- Create a current calendar of programs and meetings for the year as in the example below for your reference:

Sample Calendar of Programs and Dates:

September:

9/2 Attend Joint Board of Directors meeting.

9/14 Reassembly Tea - Business meeting

9/28 Heritage Hike – Program

October:

10/5 Civics/Honoring Day Program

10/26 Business meeting

November:

11/2 Program

11/23 Business Meeting

December:

12/7 Program

January:

1/6 Attend Joint Board of Directors Meeting

1/4 Program

1/25 Business Meeting

March

- Review your job description and submit changes to the President-Elect.
- Assist with **Club Commitment Day** as requested. Confirm with President-Elect to have someone stationed at the podium with sign-in sheets for members, to greet members and ask them not to enter until the doors open at 9:30 a.m.
- Prepare working notebook to pass on to your successor.
- Business Meeting

April:

- Program
- Business Meeting
- Meet with your successor.
- Submit all service hours.
- Submit final report.
- ~~Make name tags for all new members~~—It is easier to do this in August when you are changing the name tags for everyone else.

May

- Installation Day Tea/Business meeting -work with incoming Chairman
- Joint Board of Directors Meeting for new Chairman
- ~~New name tags for new active members. ?~~ **You cannot be certain until the yearbook comes out what changes need to be made in reference to members. I would move this to August.**

Notes to next year's chairman:

1. Name tags:

- a. You only need to make new name tags for the following:
~~Admissions committee—members of the admissions committee have RED ribbons on their name tags; contact the Director of admissions and have her send you her committee members. Be sure and remove red ribbon for all members that were on admissions committee in prior year, but not in current year.~~ This was changed this year to admissions committee members wearing a red lanyard.
- b. **President**—the current President needs a **YELLOW** ribbon on her name tag. Also, all past presidents have a **YELLOW** ribbon on their name tags.
- c. **New Member Advisors** receive **BLUE** ribbons on their name tags. Contact the chairman and ask her to send you a list of the members on her committee. Be sure and remove blue ribbon for all members that were on new member committee in prior year, but not in current year.
- d. Members that have reached Silver status (been a member for 25 years or more) receive a **SILVER** ribbon.
- e. Life time members have an actual **GOLD RIBBON** tied on their name tags.
- f. These Gold and Silver members are on the bulletin board in the coat room and are not

included in the hanging name tags on the door that are in alphabetical order.

- g. Check the yearbook to be certain of all changes that have occurred and use the yearbook as your guide when making name tags.
- h. After you make the new name tags for new members or changes that need to be made, take the file to FedEx to have them copy them. You will need to cut them in squares that fit into the plastic tag.

2. Sign-in Sheets (August before the first meeting)

- a. Refer to the yearbook for who should be listed and the correct associate designation next to their name. Make changes as needed.
- b. You will need sign in sheets for every business meeting and club house program.
- c. You will also need a separate New Member and Guest sign in sheet. These go behind their designated tabs in the sign in notebook.
- d. Make enough copies of the sign in sheets (at FedEx) to last through December at least so you have them to put out at each meeting and club house program. Keep them in the cupboard in the coat room. You will need to repeat this for the second half of the year and can make any changes needed.
- e. When you put the sign in sheets out in the notebook, date it write the business meeting or the program so it is clear what that sign-up sheet refers to.
- f. Place the sign-in sheets in the book before the meeting and make sure the name tags are alphabetized. This makes it a lot faster to check our members in.
- g. The sign-in sheets have a page break after the L's so the first book is A-L and the second book is M-Z.
- h. After the meeting, give the sign in sheets to the Service Hours Chairwoman (Loretta Shelley) so she can input them. If she is not in attendance scan them and send them to her or coordinate with her how you will deliver them to her.

3. Volunteers for Ushers/Doorkeeper Committee

- a. Have your assigned committee members arrive 20-30 minutes before the meeting/program start. This gives them time to familiarize themselves with where everything is.
- b. Send out a friendly reminder email 4-5 days before a business meeting/program to remind the committee members who has signed up to volunteer that day or to find a replacement if they cannot fulfill their commitment. You sign up so far in advance it's easy to forget.
- c. Send a thank you afterwards to the committee members that worked.

4. Logistics of the position

- a. It is very helpful to have two people on this committee because one of you will need to be at every business meeting and every club program. You will need to supervise the person that is helping you work the door. If neither of you can be at a meeting or program, ask someone who has done this before to see if they can be there to help set up and help people check in and help the volunteer. It is helpful to coordinate your schedules to know if you need assistance at any event.

- b. You are responsible to hanging the American Flag and the KCYM flag. Putting the flag up is ok with one person, but folding it is much easier with two people. It is good to have someone to help you when folding the American Flag.
- c. For all of the Programs, you will be sent a copy of the attendance sheet. Just make sure it is also sent to the Service Hours Chair (Loretta Shelley).
- d. You will be asked at every business meeting if you have a Report. Your answer is No Report or Yes. If Yes, you will need to write it up before the meeting, submit it, and then present the Report at the business meeting.

rev: 7/12, 1/13, 3/15,1/17, 3/2020, 3/2022, 3/2023