

THE ROTARY CLUB OF BURLINGTON
POD PROCESS DOCUMENT

In order for our meetings to run smoothly & efficiently, listed below are important guidelines for each POD chair to follow and to instruct each member of their POD's on procedures – as follows:

AGENDA:

1. The POD Chair shall prepare a properly written agenda for each meeting. A template is available on Club Runner.
2. The POD Chair should check with the President for any special events or guests that evening. The agenda should include the name of the speaker, the topic and who will introduce and who will thank the speaker.
3. The POD Chair is responsible for ensuring that each person on the agenda is present to fulfill their duties. i.e. thank speaker, Sergeant at arms etc.
4. The POD Chair should be confident that the speaker knows his/her allotted time (normally 20 mins & 5 for questions).
5. The President shall chair each meeting. No POD chair is required. The President opens the meeting at 6.15PM and closes it as close as possible to 8.00PM!

PODIUM:

1. The POD Chair opens and closes the Podium prior to and after each meeting. (lock combo is 7080). If A/V equipment is required it should be arranged with Chris Demerino. He will setup the equipment in advance of the meeting. All the setup should be completed by 6.00PM.
2. Following adjournment, the POD Chair ensures that all equipment is “In The Podium and locked”!!!
3. Holiday Inn will remove and store the podium till the following week.

4. The podium contains: Laptop Computer, Bell & Gavel, Projector, Binder with Attendance Sheets & Member lists for payments. These sheets should be placed on the check in table by 5:30pm. The attendance sheet goes to the secretary afterwards and the cash with the payments listing goes to the treasurer.

POD RESPONSIBILITIES:

The roles are as follows:

- Attendance
- Cash
- Host
- Rotoracle Writer
- Introduce Speaker
- Thank Speaker
- Sergeant at Arms

1. The POD Chair should have these jobs assigned at least two weeks before the beginning of the month.
2. The POD Chair should email all POD members 4 weeks before the month and ask what jobs they would like to do. If members don't respond – Then assign the jobs!!
3. The Rotoracle must be written with a "Template". The secretary will send the template to the Rotoracle writer.
4. The POD Chair should INSIST that all members do their jobs. If they cannot do so, then they MUST get a replacement to cover for them. It can be any member of the club.

SPEAKERS

1. The POD normally obtains the speakers. The POD Chair should first check with the President as to when Business Meetings, special events etc may occur – then no speaker is required.
2. Suggested speakers may be put forth by club members and referred to the POD Chair. Once a speaker is finalized please notify Chris Demerino to have it posted on the club website.

3. Whoever arranges the speakers – must make it clear to the speaker that He/She has typically 20 mins & 5 mins for questions.
4. The speaker should be asked if they need our A/V equipment. If they do then you must notify Chris Demerino in advance of the meeting. He will ensure the equipment is setup and working by 6.00PM. The speaker must be present at that time to familiarize themselves with the equipment.
5. The speaker should provide a “Resume” that can be used by the POD member who introduces the speaker.
6. The speaker should provide ~5 talking points that can be added to the Rotoracle. This will save the writer from having to jot down points during the presentation.

ROTORACLE

The member assigned should be encouraged to write the Rotoracle and send it to the secretary within 48 hours of the meeting. This is to ensure timely distribution of announcements.

The Rotoracle must be written on the “Template” that is provided from the secretary.