**Rotary Club – Duties & Meeting Responsibilities**

**Greeter**

**Arrival Time:** 6:30 AM
You are requested to greet and warmly welcome all members and guests as they arrive. A friendly smile and personal connection help set a positive tone for the meeting.

**Door Sales**

**Arrival Time:** 6:30 AM
You are responsible for managing guest check-in at the front desk:

* Welcome each guest and collect **CAD $20.00** for breakfast.
* Ensure the guest signs in and receives a name tag.
* Record the guest’s **full name** and either:
	+ The Rotary Club they are visiting from, **or**
	+ The name of the member who invited them.
* Enter this information on the **attendance sheet provided**.
* Upon request from the President, you will **introduce the guests** to the members and **officially welcome** them to the club.

**Introduce Speaker & Thank Speaker**

**1. Introduce Speaker**

You will be asked by the President to introduce the guest speaker.

* A bio will be provided in advance if available.
* Do some preparation: review the bio, check online if needed, and understand the topic.
* Your introduction should be under **2 minutes** and include:
	+ The speaker’s name
	+ Relevant qualifications or background
	+ Program topic or content
	+ A warm welcome

**2. Thank Speaker**

At the end of the presentation:

* Thank the speaker for attending early on a Friday morning.
* Acknowledge the importance of what they do for the community.
* Comment briefly on 1–2 key points from their talk to show engagement.
* Present the **Rotary Heritage Park gift certificate**, provided by the **Sergeant-at-Arms**.
* Your thank you should feel genuine and leave the speaker feeling appreciated.

**Standard Reporter**

You are responsible for documenting the meeting for club records and web updates.

* Use the **standard formatted report template** provided.
* Take detailed notes during the meeting, including:
	+ Key announcements
	+ Guest introductions
	+ Speaker summary
	+ Club business updates
* Create a **1–2 page summary** based on your notes.
* Email the completed report to **Asha** for posting on the club website.