



Rotary Club of Oak Bay

Preferred Practices

For

Weekly Roster Scheduler

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.

Rotary Club of Oak Bay Preferred Practices For Weekly Roster Scheduler

KEY FUNCTION

To ensure that weekly meetings are well balanced, organized and smoothly run.

AIM OF THIS DOCUMENT

To provide guidance to the member tasked with assigning roster duties to club members at every weekly lunch meeting.

PREFERRED PRACTICES

The Administration Director can assign the responsibility for the scheduling of roster duties to a club member or take it on himself/herself. The Scheduler is responsible for the following tasks:

The production of the roster starts with an email to club members requesting their schedule of possible absences from the lunch meetings. The expected responses include dates and advice if there are limitations and or preferences for duties. The Scheduler shall take into account the particular circumstances of each member such as health, age, work related availability, and other club related demands of time. Board members are excluded from the roster duties.

This information is tabulated into a digital calendar where for each lunch date; the names of absent members are shown.

The previous year's roster is used as a template and members no longer in the club or no longer able to perform roster duties are removed.

The new roster is started comparing the roster template and the absence calendar and assigning duties to the list of available members.

Once a draft of the next quarter is completed, it is sent out for review by the members for their opportunity to suggest changes.

Received suggested revisions are incorporated and the quarterly roster is issued as final. Members requiring subsequent changes are responsible to arrange for their own replacement.

The digital roster schedule is maintained for publishing on the club website and in the monthly newsletter.

RISK MANAGEMENT

At present there are no risk management guidelines for this preferred practice.

APPENDIX

An example of the Roster is shown in the appendix

This Preferred Practice is compiled by:

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APPENDIX 1 – Examples of Templates

Example of a Roster Template

2017										
Date	Greeter & Grace	Greeter & Intro	Bulletin	Host and Intro Speaker	Thank Speaker	Set Up Take Down	Celebrations Master	Cash Desk	50-50	M/C
4-Jul	Sean	Tom L	Wynn	Janna	Corey	Trond	Ali	Rod	Will	Wendy
11-Jul	Jim H	Lynne	Wynn	Perry	Naida	Trond	Ali	Rod	Will	Wendy
18-Jul	Arthur	John J.	Janette	Peter L	Tav	Trond	Heather	Rod	Will	Wendy
25-Jul	Ben S	Wolf	Janette	Jim L	Michelle	Trond	Heather	Rod	Will	Wendy
1-Aug	Don	Alyx	Jim F	Perry	Jack	Joan P	Joan F	Sanjay	Lynne	Wendy
8-Aug	Steve	Corey	Jim F	Tav	Neil R.	Bob	Joan F	Sanjay	Lynne	Wendy
15-Aug	Rod	Anne S	Lorna	Jim F	Wynn	Joan P	Janna	Sanjay	Lynne	Wendy
22-Aug	Ron C	Steve	Lorna	Corey	Tom C	Joan P	Janna	Sanjay	Lynne	Wendy
29-Aug	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
5-Sep	Tav	Jim H	Alyx	Perry	Dallas	Sandy	Jim L	Anne M	Jason	Wendy
12-Sep	Arthur	Ryan	Alyx	Neil R	Janette	Sandy	Jim L	Anne M	Jason	Wendy
19-Sep	Dallas	Tom L.	Mandy	Helen	Michelle	Sandy	Wynn	Anne M	Jason	Wendy
26-Sep	Lynne	Don	Mandy	Joan P.	Sanjay	Sandy	Wynn	Anne M	Jason	Wendy