



120.03 Registrar

General

Registrar produces the official record of all non-members of the Rotary Club of Victoria attending a regular weekly meeting of the Club, and introduces these persons to the Club. Accuracy and correct spelling of names is essential.

Tasks

Arrive by 11:15 AM to staff the sign-in desk.

- Set up desk with sign and promotion materials.
- Ensure guest and visitor list is at hand, along with functioning pen.
- Ensure that Guests and Visiting Rotarians are issued name cards and are registered legibly in their respective list. If pronunciation of a name is not obvious, request clarification and make a pronunciation note on the list. Legibility and pronunciation notes are very important when making the introductions.
- Direct all guests (speaker, students, prospects, etc.) to the Meeting Cashier.
- Introduce Guests and Visiting Rotarians when called by the President or meeting chair.
- Pass the list(s) to the Meeting Sergeant-at-Arms for scanning and upload to the shared folder.

Terminology

- Visitor – a Rotarian, not a member of the Rotary Club of Victoria, including any member of Rotaract, Interact or Rotary Youth Exchange.
- Guest – any non-Rotarian.

Hints for Introducing Guests and Visitors

- Fix the microphone so it is in front of your mouth.
- Say something along the following lines:

President _____, guests and fellow Rotarians my name is _____. It gives me great pleasure to introduce our Guests and Visiting Rotarians today.

When I introduce you, would you please stand and remain standing until we have finished so we can give you all a fine Rotary welcome.

- Jim Smith from London Ontario, guest of Terry Jones.
- Ingmar Houghton (pr Horton) from Chombedly (pr Chumly), guest of Jack Black.

And our visiting Rotarians:



- John Wise, classification retired, visiting from Winnipeg.
- Sheila Unwise, classification unknown, visiting from Musquodoboit, also unknown.

Thank you for visiting us. (Lead the applause).

- Sheila, I believe you have a banner to exchange, please come forward.

(President does this while you sit down - the President might also thank you; there is no need to respond.)

- Keep it short, keep it moving...