**TORONTO EAST ROTARY CLUB**

**ADMINISTRATION COMMITTEE**

**POD PLAN FOR 2022-2023**

**(November 2022)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POD #** | **POD 1** | **POD 2** | **POD 3** | **POD 4** |
| ***Months*** | *September, January, May* | *October,* *February, June* | *November,**March, July* | *December,**April, August* |
| **LEAD** | **Lola Bratty** | **Hema Murdock** | **Jim Hawtin** | **Bill Dunk-Green**  |
| **MEMBER** | John Ryall | Marion Chan | Brian Smith | Benito Del Monte Medina |
| **MEMBER** | Art Belanger | Aaron Harnett | Jim Anastasiadis | Tom Andrews |
| **MEMBER** | Pauline Fortier | Virginia O’Reilly | Jim Cremidas | Steve Mastoras |
| **MEMBER** | Jeff Harrison | Mike Lawler | Tara Webster | Navin Parekh |
| **MEMBER** | Shaheynoor Talukder | Khushroo Bhandara | Jeff Rayman | Mike Phelan |
| **MEMBER** | Hugh Stewart  | Elmar Moser | Karen Somerville | Joe Runza |
| **MEMBER** | Crystal Lambkin | Alex Munroe | Norm Grey-Noble | Sam Paglialunga |
| **MEMBER** | Gabe Chiodo | Alison Forrester |  | Leslie Savlov |

**POD MONTH PLANS: IDEAS TO CONSIDER:**

1. Guest Speakers
2. A topic connected to the Rotary International Theme for that month (see <https://my.rotary.org/en/news-media/calendar>) or a topic connected to the President’s priorities.
3. A Classification Talk by a TERC member
4. A Club Business Meeting in September, November (AGM), January, March, May
5. A fellowship event or evening, especially, but not exclusively, in months with 5 Thursdays: September, March, June (President’s Dinner).
6. Remembrance Day Ceremony November 11

**POD LEAD RESPONSIBILITIES:** PREPARING YOUR MONTH

1. Begin communicating with your members at least 10 weeks ahead of time. Look for speakers and ideas for social activities or hands-on activities.
2. Encourage every team member to bring forward a speaker or to make a presentation or organize an event or take an active role in the meeting.
3. Identify possible Rotary Themes or Presidential Priorities for your month.
4. Select members to do the invocation, the introduction, the thank-you, possible humour. Inform the host (President or VP).
5. At least two weeks before your assigned month, email the following information to:
* Administration Committee Chair
* Webmaster
* Board Secretary
* PR Committee Chair
	1. Titles of the talks
	2. A short bio of the speakers
	3. Email address of the speakers
		+ For Polio Plus Donation
		+ Send to PR Committee rep. for database
	4. Photo of the speakers *(if possible)*
	5. Brief info about the organizations the speakers represent (primarily what the organization does)
1. Where appropriate, contact the Treasurer about any cheque presentations or e-donations. Do so at least two weeks ahead of the event.
2. Arrange Speaker Gifts (when we return to live meetings).

**SPEAKER GIFTS:**

For each speaker gifts as follows

* 1. TERC fridge magnet.
	2. A $25 donation to Polio Plus on behalf of the speaker. Administered by Admin Committee; paid by the Treasurer.

**SPEAKER FOLDER:**

The Speakers List documents is available via Google Docs for POD leads looking for speaker idea. If you know of people who would be good selections as speakers and your POD does not wish to use that opportunity, please send the information to the Adminstration Committee.