

Rotary Monthly Teams Responsibilities:

Team leaders will have a short meeting with team members and define what type of programs/speakers the team would like for their month and then team members can volunteer to find the speakers.

All Members are responsible for finding speakers for their month.

Team Leaders are also responsible for assigning the team members who are going to read the opening inspiration for the meeting, who will start the pledge of allegiance, and who will read the thought of the day at the end of the meeting. They will share this information with the club president before the meeting so the president can call on that person.

Team Members are responsible for providing the raffle prizes for their month.

Team Leader and Members are responsible for arriving at 11:30am to set up for the weekly meeting and staying after the meeting to help tear down and put things away.

Set-up:

Rotary Bell set out on podium

Sandwich board set out by front door

Put up the flag at front of room

Set out name tags box

Set up table for raffle with buckets, tickets, prizes and deck of cards

Gather deck of cards money envelope from Attendance crew

Break-down:

Gather Rotary Bell and place in box

Gather sandwich board and place with storage boxes

Gather flag and place with storage boxes

Put name tag box with storage boxes

Gather raffle tickets, buckets, and deck of cards and place in storage box

Return Deck of cards money envelope to attendance crew

Note: Majestic staff gathers our storage boxes and stores them for us. They also set out the storage boxes for us before the meeting.

During the Meetings:

Manage the raffle ticket sales

Count Raffle ticket money... place **half** the money in the deck of cards envelope and add to that week's total. Then give the **other half** of the raffle ticket sales money to the attendance crew.

Manage and run the happy buck's bucket. Happy Bucks are then turned over to the attendance crew when happy bucks' announcements are completed.

Manage and run the Deck of cards drawing. Deck of cards and money envelope are turned over to the attendance crew once drawing has been completed.

One team member will sit with the attendance person each meeting to help with collecting monies, taking attendance and counting the monies and recording the deposit summaries. The team member who helps in this capacity will be with the attendance person at each meeting for the entire month.

Team Member is responsible for introducing that week's speaker/speakers...it's usually the team member who arranged for that meetings speaker/speakers to present. Also, RSVP to attendance crew who the speaker/speakers will be that week with their names so they can be welcomed and counted for lunch.

NOTE: Team Leaders and Team members are expected to attend every meeting during their assigned month.