



Rotary Club of Torquay

Duty Team Responsibilities

Setup Checklist:

- Rotary Wheel at door and metal one on side board
- Name Badges (if partners attending include partners badge)
- Audio setup – ensure microphone has charged batteries
- Podium and theme banner
- Gong and hammer
- Urn – for small change
- Fine box and gabble
- 4 way test banner
- Rotary banner
- Australian Flag
- Water on tables
- Gift for guest speaker (print)
- Setup any AV required by speaker (or get it done)
- Other

Fellowship Duties:

- Greet members, make welcome and give them their badge
- If partners night ensure partners have badge and are also made welcome
- Greet visiting Rotarians and/or guests and introduce them to members
- Greet **guest speakers** and introduce to President and Meeting Chair
- Chair to liaise with President and Sergeant to ensure meeting starts on time

Meeting Duties:

- Start meeting on time
- Invocation – *see below*
- Chair
 - Chair meeting and keep meeting on schedule
 - President will provide meeting schedule sheet on podium – follow program
 - Introduce Guest speaker
 - Take notes of speaker for bulletin (forward to Tom by email)

Tidy Room:

- Pack away all Rotary equipment
- Tidy tables including empty drink bottles, etc.
- Sweep floor
- Straighten tables
- Ensure room is clean and tidy

[If the room is not left tidy the Lions Village may charge additional fees]

Invocation

Example:	“For good food, for good fellowship and the opportunity to serve through Rotary we give thanks.”
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