



## **Explanation of Club Assignments for New Members**

**Thank you** for joining Rotary. We look forward to your participation. Below is information about your responsibilities for Club Assignments.

As you have seen, Club members are responsible for the weekly Blessing, President's Corner and Program. These assignments are made by the Program Chair, on a rotating alphabetical basis, late in the spring for the upcoming fiscal year that begins on July 1. That assignment schedule is emailed to members in May.

Updates of the schedule are posted as a PDF to the Club's public website ([www.LFLBRotary.org](http://www.LFLBRotary.org)) and that site also lists Program hosts for the next six months and when identified, the Program. The member area of the website lists the Program assignments for the full fiscal year and provides several years of program history. About 6 weeks before an assignment date we also send an email reminder. We ask that you acknowledge receiving the reminder. If members are unable to fulfill an assignment as scheduled, it is their responsibility to swap dates with another member and notify the Program Chair.

Typically, a member will have each assignment, on a staggered basis, about every 65 to 70 weeks. If you have joined the Club after the assignment schedule is issued for the fiscal year, you will be included in the assignment rotation during the next fiscal year but we will offer you the opportunity to do a Blessing or President's Corner as vacancies occur in the current fiscal year. If you would like to do a Program before your assigned date, let the Program Chair know since we occasionally have an unplanned vacancy or a member looking for a Program. Also, please let us know if you have suggested speakers or if you would like to discuss a Program idea.

Programs can be outside speakers, performers, other Club members or yourself. Rotary has a policy of not paying for speakers. Attached are guidelines for Program Hosts and Program Speakers. We ask that you provide the speaker guidelines document to your speaker and confirm that they understand when to arrive, how long they have to speak and how to bring any computer files, like a PowerPoint presentation, that they plan to display at the meeting. We maintain a list of Program ideas if that would be helpful to you.

### **Greeter:**

The Club encourages new members to work with the Greeter for two to four meetings to hand out name badges and track attendance. The objective is to help you put faces with names and to give members a chance to interact with you. Your participation is voluntary and the weeks you serve as a Greeter do not need to be consecutive. The Greeter normally arrives at 6:45am and members begin arriving shortly after. Let the Program Chair know if this is of interest and if so, what dates work for you.

Thank you and welcome to the Club.