

West Ventura County Rotary Club Duty Roster Responsibilities

We reorganized our Duty Roster process to involve more members in the service of the club. Your feedback regarding the process is essential to the continuing improvement of this process.

For the remainder of the period July to December, each member has duty roster responsibilities to involve everyone. We honored the gracious sign-ups for the current July through December period and filled in the blanks with others to include more members in the club operation.

See table attached.

For the January to June period:

1. The 44 members who are most active in the club now belong to one of four Channel Islands Teams. We still refer to the four Teams as Anacapa, San Miguel, Santa Cruz, and Santa Rosa.
2. On a rotating basis each Team will be responsible for the duty roster each week.
3. The members of each team will rotate through the responsibilities and spread that out evenly.
4. Each team has enough members to serve twice and three times every other year in any one six-month period.
5. We understand you may not be able to serve. If you cannot serve, please **take responsibility for finding someone from your team** to replace you for that meeting.

Official Greeter

West Ventura County Rotary Club Duty Roster

Responsibilities

- Arrive at 11:45 AM to welcome members and visitors. Give the President the list of guests.
- Assist with or set up the reception table with name badges, supplies, and greeting sheets.
- Provide a name tag for each guest, including the speaker. Make sure each member picks up their badge.
- Find out if the speaker has a host member and connect them. If there is no host member, introduce the speakers to a member and ask that member to take the speaker to the President for introduction.
- Take attendance or ask each member to record their presence.

Flag Salute

Lead the flag salute with the pledge of allegiance. Ask members to place their hand over their heart and start by saying join me in the Pledge of Alliance, “I pledge allegiance to...”

Invocation

- Provide a ‘brief’ inspirational message. We find it is good practice to prepare your remarks in advance.
- This is a short, informal moment at the start of the meeting. The purpose is to establish a setting a spiritual tone, creating an atmosphere of reverence, recognize needs of others, and establish expectations for service.

Raffle Prize

- Arrive at 11:45 AM to get the raffle tickets and “Thunder Mug” (brass pot) out.
- The item for raffle should be between \$25 and \$500. Just kidding about the \$500 and to see if anyone reads this.
- Ask each attendee if they would like to purchase tickets. Tickets cost \$1 per ticket. We recommend not selling any one person more than 10 tickets. Each member can also receive one FREE ticket for wearing their Rotary pin (not to be confused with the badge.). Provide one half each ticket to the member and place the other half in the Thunder Mug.
- At the end of the meeting, take the Thunder Mug to the front of the room and ask our guest speaker to draw the winning ticket.

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Date	Greeter	Greeter	Flag	Invocation	Raffle	Rotary Minute
9/8/2026	Melanie Cota	Daniel Cervantes	Dennis Longwill	Conli, Andy	Gonzalez, Valeria	Wakam, Bon
09/15/26 (Evening)	Andy Conli	Alan Kosh	Bob Davis	Leatherwood, Rob	Mattina, Kendall	Sam Monroe
9/22/2026	Hugh McManigal	Mattina, Kendall	Cindy Kroeger	Sam Monroe	Daniel Cervantes	Brant Gerckens
10/13/2026	Melody Thurman	Cindy Kroeger	Sam Monroe	Dennis Longwill	Braitman, Bob	John Zaruka
10/20/26 (Evening)	Anita Zamora	Sam Monroe	Melody Thurman	Mattina, Kendall	Guerrero, Juan	Partida, Bert
10/27/2026	Sam Monroe	Dave Wilk	Van Conas, Kendall	Bajracharya, Rajju	Dennis Longwill	Braitman, Bob
11/10/2026	Juan Soto	Eriks, Tracy	Cindy Kroeger	Braitman, Bob	Dave Wilk	Leatherwood, Rob
11/17/26 (Evening)	Anita Zamora	Dennis Longwill	Conli, Andy	Gonzalez, Valeria	Van Conas, Kendall	Guerrero, Juan
12/8/2026	Cindy Kroeger	Dave Wilk	Leatherwood, Rob	Eriks, Tracy	Conli, Andy	Van Conas, Kendall
12/15/2026 (Holiday Party)	Melody Thurman	Leatherwood, Rob	Braitman, Bob	Partida, Bert	Alan Kosh	Mattina, Kendall