



Explanation of Meeting Duty Assignments

Rotary Club of San Luis Obispo de Tolosa

When you arrive on time you make the president's job easier. Remember if you are unable to perform your assigned duty, find a replacement and notify the President and Club Service Chair of the change. Check assignments each week as they are usually listed on the website.

Head Table

12 Noon Arrival time. Usually, three to four Rotary members are chosen to sit to the left of the president at the head table.

Set Up & Take Down

11:45 arrival time. Two people are assigned to these duties. You can work together or mutually agreed upon division of the assignment by one doing set up and the other doing take down. Most setup supplies are stored below the stairs. They include white plastic milk carton like box, briefcase of badges, spinning wheel and stand, two rotary banners, President's Club board and other additional signs. The white box contains gavel, bell, tickets, vests that can be distributed. After the meeting all supplies are stored away.

Greeter and Introduction

11:50 arrival time. As greeter you should stand near the check in table preferable wearing a rotary blue vest on that is available in the white plastic storage box. Your job is to welcome members and greet visiting Rotarians from other clubs. It is a good time to learn how to pronounce visiting Rotarians names as well as introducing yourself to de Tolosa members that you do not know. After the meeting is called to order you can retrieve the visiting Rotarians sign up list and prepare to go to the podium for introductions. Usually, you welcome visiting Rotarians first by saying their home club, their classification and then their full name. The members usually respond by saying "Welcome Bob" or whatever the visitor's first name is. By you mentioning the visitors name last it increases the chances of our member getting the name right. If you are unsure of the visitor's name pronunciation or classification, try and ask them or another member for help before going to the podium.

After visiting Rotarians are introduced, ask members if they have any guests. Call on them one by one to present their guest. Members usually applaud guests when introduced. End by again welcoming all visiting Rotarians and guests. No further duties.

Check-in/Assistant to the Secretary

11:50 arrival time. Main job is to sit next at the check-in table and help check in members, collect payments, verify who is eating lunch or whatever else is needed. This is a great way to learn everyone's name! You will be paired with someone who has been trained by the Club Secretary on how the process works. Once the meeting starts you can go to a table and have lunch.



Raffle

11:50 arrival time. Find the roll of double tickets in the blue storage box labeled raffle tickets that are set out by the setup person. The proceeds from the drawing donated to a selected monthly charity and the winner receives a prize (usually a \$50 gift card). Tickets are \$1 each, 6 for \$5 or \$10 for 12 and we encourage you to be creative in encouraging ticket sales. Members can pay by cash or have their member account charged. Use the *Raffle for a Cause Billing Sheet* to keep track of members who need to be billed.

After the meeting is called to order gather the cash collected and the *Billing Sheet* and give to the club secretary. At the end of the meeting, you will be asked to bring the blue box (with both tickets inside) to the front of the room to draw a winner, usually the speaker or someone from the head table is selected to draw. Please announce the total dollar amount that was raised this week (cash + subscribers) and the charity it will be going to as well as the prize being given to the winner.

Pledge and Invocation

12 Noon arrival time. After the president calls the meeting to order, he will ask you to lead the club in the pledge of allegiance and invocation. The invocation usually follows the pledge. Although it is difficult to pin down what makes a good invocation, consider the following: Does it meet the Rotary Four Way Test? Will it bring together members of different religious convictions and faiths? Does it encourage us to assist those less fortunate than us? Does it give us an opportunity to remember to appreciate ourselves, our family and our community? No further duties.

Craft Talk

12 noon arrival time. The craft talk has long been an opportunity for new members in our club to present themselves to existing members so we can get to know them better. We find that it's also true in the reverse with long-term members delivering the craft talks so the shorter-term members can get know them as well. It's a unique opportunity to open up and share to our Rotary family. There isn't a set format for the craft talk, some choose to give a full background on themselves while others tell a story of a specific experience in their lives.

Although pictures and PowerPoint are good methods of delivery it's not always the right way and the member can choose whatever best fits their personality. The craft talk should be no longer than 6 minutes but should be longer than 4. Some of the best talks are the ones that explain something most people don't know about you. We all come from diverse backgrounds that have led us to this service club that we call home, help us get to know you in a way that you see best.

If you have specific info that you would like to have on screen, please send it to the Club President at least 5 days before the meeting so they can have it set up for you during the craft talk.

Exemption

12 noon arrival time. Exemptions are opportunities for regular members to spend 2 minutes talking about themselves, their businesses, another non-profit, or any topic of their choice and not be fined. Each member can have one exception a year. Contact the Club President 5 days in advance of a meeting so they can get you on the agenda.