

## Duties for Regular Club Meetings

**Thank you for taking your turn as one of main hosts for our meeting. If you are on the duty roster, please arrive between 6:30 and 6:45am to help the Program Chair to set up the room and to be sure we are ready to welcome guests as they arrive.**

### Program Chair

On meeting days, the Program Chair's primary responsibility is to make sure that the speaker is welcomed and is familiar with the space and the meeting sequence. The Program Chair (or Technology assistants) is also responsible for ensuring that the presenter's presentation can be shown using the current technology and handling any special requests of the speaker.

### Greeter

Your job is first, to make everyone feel welcome as they arrive and second, to introduce our guests to the group when prompted following the Invocation/Thought of the Day.

As guests and members arrive:

- Ask each guest or visiting Rotarian to sign in on the attendance sheet. If you cannot read their writing, ask them to please print their name so that you can pronounce it correctly. There are forms in the tackle box that they can take back to their home club if needed.
- Visiting Rotarians can receive a Club Flag. Part of the traditional Rotary experience is to collect flags from other clubs visited. There are flags in the storage cabinet. Let our Club President know.
- Ask each guest to fill out and wear a name tag.
- If a visiting Rotarian, or a guest who is not a prospective member, collect \$12 for breakfast. Ask them if they are a guest of a member. If not, ask them if they are interested in Rotary. If so, make sure they meet the Membership Chair, President or another board member.
- Encourage new members and guests to meet other members by introducing them to others.

When prompted by the President to introduce visitors and guests, have the guest sheet in hand.

- Introduce each visiting Rotarian and ask them to state their classification\* and the name of their home club.
  - Example: "We have x visiting Rotarians with us today. When I say your name, would you please stand up, state your classification, your home club and what brings you to Rotary Club of Chanhassen today."
- Ask each member who has invited a guest to introduce that guest and ask them to stand up, state their name and their profession.
  - Example: "We are happy to welcome guests today. John Smith is a guest of Sue Thomas. Sue, would you please introduce your guest and their profession?"
- Introduce each guest who is attending on their own in a similar fashion

*Your number one job at this time is to recognize each visitor and to be sure that each person (including our Youth Exchange Student) hears their first and last name pronounced correctly.*

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### Invocation/Thought of the Day

Choose a brief inspirational thought, poem or quotation or a brief prayer to set the tone for the meeting. Please choose something that will be respectful to all members and guests, regardless of their religious or spiritual practice. You will be prompted right after the Pledge of Allegiance.

Remembering that our Rotary International celebrates diversity, Thought of the Day can be serious or lighthearted. Something to invoke reflection or celebration. Some people will opt for a meditational or spiritual thought. The choice is yours. Your Rotarian magazine often has some articles with interesting and memorable soundbites that you can quote or paraphrase. You can also Google “Rotary invocation” or “Rotary Thought of the day”

You also serve as a second Greeter. Greet visiting Rotarians, guests and club members with a smile and a handshake as they arrive.

### Happy Dollars / Gratitude Dollars

Upon arrival, serve as a greeter, welcoming guests, visitors and members.

When prompted, ask each member what they are happy about. Encourage folks to be brief. When finished, give the money collected to the Treasurer.

### Raffle/Sergeant At Arms

- Bring a gift item valued at \$20-25 that will be offered in the raffle.
- Invite members and guests to buy raffle tickets at the check-in desk after members and guests check in. Don't just leave the raffle item on the check-in table.
- When the speaker starts Q&A or the President begins to thank the speaker, get the ticket bucket and be ready to announce the raffle item. Ask the speaker or a guest to draw the winning ticket and say the last 3 numbers.

### ALL

After the meeting, help pack up the name tags, sign-in sheets, etc.

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\* Classification – is an official Rotary International term for a member's vocation or profession. E.g., attorney, retired clinical chemist, bank teller or executive, youth group leader, financial advisor, non-profit management, etc. Generally independent of any one company, it might be what a person would put on their resume when seeking a new job.