



## Meeting Duty Checklist

These checklists explain the responsibilities of those members who have been selected to perform duties for the meeting each week.

**If you are unable to fulfil your assigned duty, please arrange with another member to perform your role. If you are unable to find an alternate, contact Attendance chair, Janet Windebank: [janetwin@bigpond.net.au](mailto:janetwin@bigpond.net.au), ph 0408 122 466.**

### Cashiers (2 required per meeting):

- On arrival, check to see that the table and chairs are set up near the room entrance.
- **Cashiers are to be in place and ready to accept payments by 6.30pm.**
- The Treasurer will bring the cashier's bag, which includes:
  - Equipment locker keys,
  - Table number tags,
  - Absentee diary,
  - EFTPOS machine – the Treasurer will prepare this for you,
  - a copy of the *Door Payments Reconciliation Form*.
- Other items for the cashiers' desk kept in the equipment lockers include:
  - 'Wally' box + plaque – *these are to be displayed on the reception desk*,
  - foreign coin collection container,
  - raffle ticket books and container/s,
  - fines box and
  - special meal cards ("Not Eating"; "Vegetarian" etc.).
- Payment details are to be recorded and attendance/meal requirements reconciled against the pre-populated section on the *Door Payments Rec. Form*. Record the amounts paid for each item under the appropriate headings (meal, fines, etc). At the right hand, record the totals paid as cash and/or EFTPOS.  
  
Instructions for operation of the EFTPOS machine are available in the cashier's bag.
- Prepare table numbers by putting two bags on the desk – one with the unused numbers and a second bag to hold used numbers. *Numbers are not used for working group meetings or special function / partner nights.*
- For a special function or partner's night, please check if a special dinner fee is applicable.
- Speakers and other pre-booked guests' names will be listed on the *Door Payments Reconciliation Form*. If visiting Rotarians or other guests turn up, please add their names to the list.  
  
Names of guests in attendance should be given to the President before the start of the meeting.
- The *Door Payments Reconciliation Form* is to be left on the reception desk for the Treasurer to retrieve after the meeting.



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### Equipment:

- The lockers for our equipment live downstairs at the Knox Club, in the corridor outside the storeroom.
- Members rostered on equipment duty will need to get the keys from the cashiers' bag and return them to the bag before leaving after each meeting.
- Meeting equipment should be brought up from the storage lockers and displayed by 6.30pm. This includes:
  - Sergeant's gong – goes on the head table,
  - Flags and stands,
  - PC microphone stand – give to the person preparing the AV equipment,
  - Cashiers desk items:
    - 'Wally' box + plaque,
    - foreign coin collection container,
    - raffle ticket books and container/s,
    - fines box and
    - special meal cards.

Other items may be brought up as needed.

- The correct arrangement of the flags is: Australian Flag on left, Rotary on right.
- The lectern and wireless microphone for the Guest Speaker, as well as the data projector, should be set up by the Knox Club staff.

### **Check that the equipment is in place and the microphone works!**

- Jim Sly or Peter Dalwood will bring the Club laptop and associated equipment and set it up. You can help by bringing up the PC microphone stand.
- Program Chair should also be asked to see if the speaker needs any other equipment or assistance with setting up.
- All equipment should be packed up and placed back in the cupboard after the meeting.

### Fellowship:

- Members rostered on for Fellowship need to be in place by 6.30pm so they can "meet and greet" fellow Rotarians, Guests and the Guest Speaker when they arrive.
- The Guest Speaker should be introduced to the Chairperson and President on arrival.
- Potential members visiting the Club should be introduced to one of the mentoring team (or any available member) who will look after them.
- Visiting Rotarians should also be welcomed and shown to a table to sit with members.



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### Chairperson:

- Before the meeting, find out what you can about the Guest Speaker from the Program Chair and/or internet.
- The meeting chairperson needs to be in place by **6.30pm** with a copy of the *Meeting Running Sheet* (published with the weekly Bulletin).
- Prior to the meeting, the Chairperson needs to meet the Guest Speaker on arrival
  - Check if they have material that needs to be loaded to the PC and ensure it is given to the operator.
  - Obtain a few highlights of the Speaker's life and background, etc. for the introduction (which should be brief but informative).
  - Inform the Speaker of the time allocated for their Presentation, including time (5-20 mins) for questions at the conclusion.
- Check with the President to see if they have any special requirement for the night?
- Note down names of members wishing to speak.
- Check who is assigned to give the Vote of Thanks and ensure they have a copy of the *Certificate of Appreciation* (prepared by Glenn Tippett).
- Once the meeting is underway watch the timing for the night and ensure it stays on track. Activities and timing are as outlined in the *Meeting Running Sheet*.

### Members wishing to speak:

- Any members wishing to speak should inform the Chairperson before the meeting starts.

### Toast:

When invited by the Chairperson, the person proposing the toasts asks members and guests to stand before proposing toasts to:

- Rotary International; and
- Our country – Australia.

### Vote of Thanks:

- Before the meeting, the person proposing the Vote of Thanks should:
  - find out what you can about the Guest Speaker from the Program Chair and/or internet.
  - Get a copy of the *Certificate of Appreciation* (prepared by Glenn Tippett) and read what it says about the DG Partner's project, so you know what to say.
- Take notes during the presentation to enable formulation of the Vote of Thanks.
- When invited by the Chairperson, propose a Vote of Thanks and present the *Certificate of Appreciation* to the Guest Speaker. The Vote of Thanks, which should be brief, should pick up on one or two key points to acknowledge the information presented, and note that a donation is to be made to the DG Partner's project on the Guest Speaker's behalf.



## Other Matters

### Attendance:

If you:

- will not be attending a Club meeting;
- attending but not eating; or
- have special dietary needs;

you should decline or note your meal requirements in ClubRunner. This is **VERY IMPORTANT** as we order meals and the kitchen prepares them based on these bookings. The Knox Club bills us for all meals prepared, whether they are served or not.

If you are unable to register your non-attendance or special meal requirements by 5:00 pm on Monday, please contact the Attendance Chair.

### Club Welfare:

The Rotary Club of Boronia has a Welfare Team whose role is to be aware of members who may be ill or in need of some assistance from the Club.

If you are aware of a member who is ill, or may need some form of support, please advise the Club Welfare Team at [wellbeing@rotaryboronia.org.au](mailto:wellbeing@rotaryboronia.org.au) or by contacting one of the team directly:

- Geoff Griffen (Chair) – 0417 813 348
- Val Henry (vice-chair) – 0416 107 563

If you will not be attending for a period of time (for example, away on holiday), please record the reason and period of your absence in the diary kept at the front desk for this purpose so this information may be shared with Club members.

The Club will always observe each member's privacy preferences in such matters.

### Items for the Bulletin:

All items for inclusion in the Bulletin are to be emailed to the Editor, **Bernie Vanderwolde** at [b.j.v@bigpond.com](mailto:b.j.v@bigpond.com) by midday Friday.