

Rotary Club of St. John's East – Monthly Responsibility Planner

Duty Group Month: _____, 2025

Duty Group Members

1. _____
2. _____
3. _____
4. _____
5. _____

Note: Each Chair will look after their meeting by arranging volunteers for the tasks.
Weekly meeting assignment and attendance forms can be downloaded from the club website.

MEETING DATE →					
↓ TASK ↓					
Chair of the Day					
Speaker					
Speaker contacts info					
Member who arranged Speaker					
Duty group member(s) absent					
Greeter/Attendance (7:10 am)					
Land Acknowledgement					
Thanks					
Toast					
Fines					
Introduce Speaker (get bio)					
Thank Speaker					
Door Prize (Greeter Provides)					